## TRAINING PLAN/EVALUATION

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Occupation/Job TitleSupervisor Counselor	Employee/Trainee	Training/Wo	rk Site		
Period of Training:	Occupation/Job TitleSuper	visor			
INSTRUCTIONS: Evaluate the trainee's performance in each skill area using the scale below. (Circle number.) RATING SCALE: 1. Can do only simple parts of the task;  2. Can do most of the task;  Needs extremely close supervision.  Needs close supervision.  Needs only job entry supervision.  SKILL  REQUIREMENTS  METHOD  TIME  MEASUREMENT  RATING SCALE  EVALUATION DAT  1. 2 3  / /  2. 1 2 3  / /  4. 1 2 3  / /  5. 1 2 3  / /  SIGNATURES:  Supervisor  Date  Trainee  Trainee  Date  Trainee  Date	Counselor				
2. Can do most of the task; 3. Can do all parts of the task; Needs extremely close supervision. Needs close supervision. Needs only job entry supervision.    SKILL   TRAINING   TIME   MEASUREMENT   RATING SCALE	Period of Training: to	Evaluations: Interim	Intermediate	Final	
Needs extremely close supervision.   Needs close supervision.   Needs only job entry supervision.	INSTRUCTIONS: Evaluate the trainee's perfo	rmance in each skill area usin	ng the scale below. (Ci	rcle number.) RATING SCALE: 1. Can d	o only simple parts of the task;
SKILL   TRAINING   TIME   MEASUREMENT   RATING SCALE	2. Can do most of the task; 3. Can do all part	s of the task;			
REQUIREMENTS   METHOD   % METHOD   EVALUATION DATE	Needs extremely close supervision.	Needs close supervision	on. Needs only job	entry supervision.	
2.					RATING SCALE EVALUATION DATE
	1.				
4.	2.				
5.	3.				
SIGNATURES: Supervisor Date Trainee Date  Counselor Date For Final Evaluation Only: Did the participant show satisfactory skill development in all skill areas?	4.				
Supervisor Date Date Counselor Date For Final Evaluation Only: Did the participant show satisfactory skill development in all skill areas?	5.				
Counselor Date For Final Evaluation Only: Did the participant show satisfactory skill development in all skill areas?		Date	Trainee	Date	
For Final Evaluation Only: Did the participant show satisfactory skill development in all skill areas?	_				
			——— oment in all skill areas?		
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