



REMEDIAL TRAINING ASSIGNMENT WORKSHEET

Trainee: _____ Date: _____ Training Week # _____

Your FTO has identified one or more areas of deficient performance that need your immediate attention for improvement. You will be expected to fully complete the training assignment listed below by date: _____

PERFORMANCE DEFICIENCIES:

Define the problem specifically giving examples. Describe the training already conducted.

TRAINING ASSIGNMENT

Describe the specific assignments given to the trainee to correct the above problem. *[FTO will describe the specific assignment given the trainee to correct the above-described problem(s). Assignment will be given in terms of specific performance goals; i.e., practice self-initiated car stops daily (for 4 shifts) resulting in, at least, 4 F.I.s and 2 citations per shift. Trainee will be expected to perform at a satisfactory level in identified area(s).]*

Trainee Signature: _____ FTO Signature: _____

(Name, Badge #, and Date)

(Name, Badge #, and Date)

ASSIGNMENT COMPLETION:

1. Has the trainee satisfactorily completed the training plan?

Yes [] No []

2. Is the trainee now performing at a competent level?

Yes [] No []

3. Has an additional assignment been given?

Yes [] No []

COMMENTS:

If the training plan is not satisfactorily completed, specific recommendations **MUST** be made regarding the trainee's continued substandard performance. Additional **REMEDIAL TRAINING WORKSHEETS** should be generated outlining a follow-up training plan.

** It is the responsibility of the **ORIGINATING FTO** to ensure that this assignment is communicated to the trainee's next FTO so that follow-up can be monitored.

Trainee Signature: _____

Date: _____

FTO Signature: _____

Date: _____

FTP SAC Signature: _____

Date: _____