

AFTER-CLASS ACTION PLAN
(To be completed at the end of the course)

Self-Assessment:

1. My experience level with this subject is:

- Experienced Little experience
 Somewhat-experienced None

2. My strengths are: *(for example, good assessing skills, problem solving skills)*

3. My challenges with which I could improve are: *(for example, writing reports)*

4. The specific ideas, concepts, topics, or tools I learned from this course that I found to be particularly helpful are:

Action Plan: Measuring Effectiveness of Training (Success)

| Goals / Objectives <i>(e.g., Achieve higher customer satisfaction, complete assignments on-time, demonstrate increased knowledge, improve skill sets, etc.)</i> | Comments – (How?) <i>(e.g., Set up an calendar tickler to remind me of due dates/times, complete three projects with no technical errors, etc.)</i> | Target or Completion Date |
|---|---|----------------------------------|
| Signature: _____ Date: _____ | | |