

## POST-COURSE ACTION PLAN

**Name**.....  
**Department/Team**.....  
**Course Title**..... **Date**.....

Please list your key objective(s). Please make them action specific, e.g. “As a result of this course I will .....”.

<b>Actions</b>	<b>Date to be completed.</b>
1.	
2.	
3.	
4.	
5.	

**How will you apply the training to your work?**

**What further training will enable you to achieve your learning goals?**

**How will this course contribute to your team/department/organisation objectives?**

**Signed** .....