

GOALS RESULTING FROM MY PARTICIPATION IN THIS WORKSHOP

Training: _____

Date: _____

PennTRAIN workshops are result oriented. Please take a moment to work with your supervisor to determine “why” you will be attending the class. At the end of this training you will be asked to identify three (3) goals you would like to accomplish along with steps on how to achieve it. Common examples would include items such as implementing/updating a policy, improving a work process, sharing knowledge from this training with other staff, etc.

WHY AM I ATTENDING THIS TRAINING?

GOAL 1:

STEPS TO ACHIEVE IT

**IDEAL OUTCOME & COMPLETION
DATE**

GOAL 2:

STEPS TO ACHIEVE IT

**IDEAL OUTCOME & COMPLETION
DATE**

GOAL 3:

STEPS TO ACHIEVE IT

**IDEAL OUTCOME & COMPLETION
DATE**

Direct Supervisor: _____ **Email:** _____

Attendee Signature: _____ **Email:** _____