

Think Smart Review of Development Plan

Topics for discussion: How is the course progressing? Does the learner enjoy the course? Is the course running to schedule? Has the learner completed a part of the course? Have there been any problems or barriers to the learner's learning? How has the learning to date helped the company?

Comments by learner:

Comments by Smart Business Coach:

Comments noted by Company/Line Manager:

Agreed changes or additions towards the learning plan outlining reasons:

Learner Name:	Signed:	Date:
Coach Name:	Signed:	Date:
Tutor Name:	Signed:	Date:

Paperwork what to do! - Please complete a copy of this form at each of your learner review meetings. This can be attached to your existing learner review documentation if preferred as long as the information that is requested has been provided. A copy should be forwarded to the Think Smart Co-ordinator.

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