

Remedial Training Plan

Field Training & Evaluation Program

DATE:
TRAINEE:
FTO:
INSTRUCTIONS This form is to be used by the field training officer (FTO) to document a remedial training plan for his or her trainee. The FTO will create a remedial training plan to effectively deal with an issue (or issues) that might be causing substandard performance by their trainee. The guiding principles of a remedial training plan include that it is: Specific, Measurable, Attainable, Realistic, and Trackable.
YOU HAVE BEEN EVALUATED BY YOUR FIELD TRAINING OFFICER AS NEEDING SPECIAL TRAINING IN THE SKILL, KNOWLEDGE, OR ATTITUDE IN THE AREA(S) OF:
EXPLAIN THE SPECIFIC PERFORMANCE DEFICIENCIES AND GIVE EXAMPLES:

TRAINING ASSIGNMENT

The FTO will describe the specific assignment given to the trainee to correct the above described problem(s). The assignment will be given in specific performance goals.

For example: "Conduct 20 vehicle stops daily during the period of the Remedial Training Plan."

Trainee will be expected to be performing at a satisfactory level in their identified area(s) of weakness by the end of the Remedial Training period.

DURING THE NEXTAS FOLLOWS:	_ WORKING SHIFTS, YOUR ASSIGNM	IENT WILL	L BE
			<u> </u>
Trainee's Signature & Date	FTO's Signature & Date		_
Agency Head/Designee, Signature & Da	ate .		
SIGNATURES ARE REQUIR	ED AT THE TIME THE ASSIGNMENT IS MADE		
	FOLLOW UP		
·	the Remedial Training Plan was not complete ry" level in all areas for which they were rece		al
	actory" level at the conclusion of the Remedia e another Remedial Training Plan or recomme		an,
1. HAS THE TRAINEE COMPLETED	THE REMEDIAL TRAINING PLAN?	☐ YES ☐] NO
2. IS THE TRAINEE PERFORMING	AT A SATISFACTORY LEVEL?	☐ YES ☐	NO
3. HAS AN ADDITIONAL REMEDIAL	TRAINING PLAN BEEN ASSIGNED?	☐ YES ☐] NO
NOTE: It is the responsibility of the ORIGINAT trainee's next FTO so that follow-up ca	ING FTO to ensure that this assignment is commun he monitored.	inicated to the	ļ
Trainee Signature & Date	FTO Signature & Date		
Agency Head/Designee Signature & Da	te		