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| --- | --- | --- |
| Trainee’s name: | | Line Manager’s name: |
| Trainee’s start Date: 00/00/0000 | | Trainee on probation?:  No  Yes (insert end date: 00/00/0000)  Trainee on 90-day trial  No  Yes (insert end date: 00/00/0000) |
| **Note**: Have the employee’s HR5B Training & Supervision Plan and completed HR5C Record of Training & Supervision sheets available | | **Guiding prompts**: What’s going well? What’s not going well and needs to change? What are the job tasks on the JD that require targeted training? |
| Record of Trainee’s Feedback | | Record of Line Manager’s Feedback |
| **Meeting date**: [insert date]  **Review period**: [insert start date] to [insert end date]  **Trainee’s feedback**: [type here]  **Trainee’s action points**: (do what by when)   * [List here OR state “no action points”]   **Next meeting date**: [insert date] | | **Line Manager’s feedback**: [type here]  **Line Manager’s action points** (do what by when):   * [list here OR state “no action points”] |
| Trainee signature: Date: / / | | Line Manager signature: Date: / / |
| HR USE ONLY | Diary next meeting date  Copy sent to Trainee  HR1D Database updated | |
| **Meeting date**: [insert date]  **Review period**: [insert start date] to [insert end date]  **Trainee’s feedback**: [type here]  **Trainee’s action points**: (do what by when)   * [List here OR state “no action points”]   **Next meeting date**: [insert date] | | **Line Manager’s feedback**: [type here]  **Line Manager’s action points** (do what by when):   * [list here OR state “no action points”] |
| Trainee signature: Date: / / | | Line Manager signature: Date: / / |
| HR USE ONLY | Diary next meeting date  Copy sent to Trainee  HR1D Database updated | |
| **Meeting date**: [insert date]  **Review period**: [insert start date] to [insert end date]  **Trainee’s feedback**: [type here]  **Trainee’s action points**: (do what by when)   * [List here OR state “no action points”]   **Next meeting date**: [insert date] | | **Line Manager’s feedback**: [type here]  **Line Manager’s action points** (do what by when):   * [list here OR state “no action points”] |
| Trainee signature: Date: / / | | Line Manager signature: Date: / / |
| HR USE ONLY | Diary next meeting date  Copy sent to Trainee  HR1D Database updated | |
| **Meeting date**: [insert date]  **Review period**: [insert start date] to [insert end date]  **Trainee’s feedback**: [type here]  **Trainee’s action points**: (do what by when)   * [List here OR state “no action points”]   **Next meeting date**: [insert date] | | **Line Manager’s feedback**: [type here]  **Line Manager’s action points** (do what by when):   * [list here OR state “no action points”] |
| Trainee signature: Date: / / | | Line Manager signature: Date: / / |
| HR USE ONLY | Diary next meeting date  Copy sent to Trainee  HR1D Database updated | |