

## **Remedial Training Plan** Field Training & Evaluation Program

### DATE:

TRAINEE: \_\_\_\_\_\_

\_\_\_\_\_

FTO: \_\_\_\_\_

### INSTRUCTIONS

This form is to be used by the FTO to document a remedial training plan for his or her trainee. An FTO will create a remedial training plan to effectively deal with an issue (or issues) that might be causing substandard performance in 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 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 their performance deficiency(ies). The assignment will be given in specific performance goals.

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

Trainees are 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 NEXT \_\_\_\_\_\_ WORKING SHIFTS, YOUR ASSIGNMENT WILL BE AS FOLLOWS:

Trainee's Signature & Date

FTO's Signature & Date

Agency Head/Designee, Signature & Date

SIGNATURES ARE REQUIRED AT THE TIME THE ASSIGNMENT IS MADE

### FOLLOW UP

A written explanation must be provided if the Remedial Training Plan was not completed.

If the trainee is performing at a "satisfactory" level in all areas for which they were receiving remedial training, they should continue in Phase 3 to completion of the FTEP.

If the trainee is not performing at a "satisfactory" level at the conclusion of the Remedial Training Plan, a decision must be made to either provide another Remedial Training Plan or recommend termination.

#### 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

Trainee's Signature & Date

FTO's Signature & Date

Agency Head/Designee, Signature & Date