Before and After Training (BAT) Guide

BAT Guidelines

BAT Guide for: __________________________________________________________

My top three strengths are:

1. 
2. 
3. 

By continuing to use these strengths, I benefit the organization in the following ways:

Three areas I would like to strengthen through training are:

1. 
2. 
3. 


My training includes the following events:

<table>
<thead>
<tr>
<th>Before Training</th>
<th>After Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Training Event</td>
<td>Connect to Job Responsibilities and the Organization</td>
</tr>
<tr>
<td>30-Day Check</td>
<td>60-Day Check</td>
</tr>
</tbody>
</table>

Title:
Date:
Time:
Place:

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Adapted from Vision Point, “Smart Activities to Enhance Learning” and Jennifer Yazell, Training & Performance Consultant