

## INDIVIDUAL PROGRESS NOTES WORKSHOP TRAINING PROGRAM

Consumer/Employee's Name: \_\_\_\_\_

Week of: \_\_\_\_\_

Please document the employee's progress towards their outcomes as stated in their plan. To determine the percentages below (per goal and outcome), take the # of times met and divide by the # of opportunities.							
	Mon	Tues	Wed	Thurs	Fri	Totals for Week	Goal Total %
<b>Outcome #1:</b>							
Goal #1:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%
Goal #2:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%
Goal #3:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%
<b>Outcome Total</b>						__ X's Met __ Opport.	%

Please document the employee's progress towards their outcomes as stated in their plan. To determine the percentages below (per goal and outcome), take the # of times met and divide by the # of opportunities.							
	Mon	Tues	Wed	Thurs	Fri	Totals for Week	Goal Total %
<b>Outcome #2:</b>							
Goal #1:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%
Goal #2:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%
Goal #3:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%
<b>Outcome Total</b>						__ X's Met __ Opport.	%

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WORKSHOP TRAINING PROGRAM**

**Consumer/Employee's Name:** \_\_\_\_\_

**Week of:** \_\_\_\_\_

Please document the employee's progress towards their outcomes as stated in their plan. To determine the percentages below (per goal and outcome), take the # of times met and divide by the # of opportunities.

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Totals for Week</b>	<b>Goal Total %</b>	
<b>Outcome #3:</b>								
Goal #1:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%	
Goal #2:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%	
Goal #3:	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ Met __ Not met	__ X's Met __ Opport.	%	
						<b>Outcome Total</b>	__ X's Met __ Opport.	%

Please provide a summarization of the employee's week. Remember, any information provided should relate to the employee's outcomes and the progress towards these outcomes. Also include whether an outcome and/or goal has been completed.

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**Units provided for the week:** \_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Coordinator/Supervisor

\_\_\_\_\_  
Date