

**PRODUCTIVE LIVING BOARD
SHELTERED WORKSHOP
TRAINING/DEVELOPMENT PROGRAM
PROGRESS NOTES**

Employee: _____ Month of: _____

INSTRUCTIONS: Objectives should be achievable in 6 month increments and will be adjusted or added to as the employee successfully achieves each goal leading to increased vocational skills or improve and/or reduce behavior issues. Progress notes must address specific progress being made and changes to strategies being used.

NOTE: All goals and objectives come directly from individual's support plan.

TRAINING GOAL #1:

Objective #1 _____

Objective #2 _____

Objective #3 _____

TRAINING GOAL #2

Objective #1 _____

Objective #2 _____

Objective #3 _____

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TRAINING GOAL #3:

Objective #1 _____

Objective #2 _____

Objective #3 _____

TRAINING GOAL #4

Objective #1 _____

Objective #2 _____

Objective #3 _____

Record Time Studies or Piece Rate log information and dates to document progress towards goals. *(If Applicable)*

<u>Date</u>	<u>Job</u>	<u>Time Study/ Piece Rate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Additional comments pertaining to the employee's progress:

Staff Signature: _____ Date: _____