Remedial Training Plan
Field Training & Evaluation Program

DATE: ______________________

TRAINEE: ______________________________________________________

FTO: ________________________________________________________

INSTRUCTIONS
This form is to be used by the field training officer (FTO) to document a remedial training plan for his or
her trainee. The FTO will create a remedial training plan to effectively deal with an issue (or issues) that
might be causing substandard performance by 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 IN THE 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 the above described problem(s). The assignment will be given in specific performance goals.

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

Trainee will be 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 their 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

NOTE: It is the responsibility of the ORIGINATING FTO to ensure that this assignment is communicated to the trainee’s next FTO so that follow-up can be monitored.

Trainee Signature & Date                                           FTO Signature & Date

Agency Head/Designee Signature & Date