



## Employee Training Planner

Restaurant: \_\_\_\_\_

Date: \_\_\_\_\_

**Lesson Title:**

**Behavioral Objectives:** At the end of this training session, employees will be able to:

**Example:** Identify common sources of cross contamination in operation.

**Teaching Materials/Resources:**

**References:**

**Introduction of Topic/Preparation of the Learner:** \_\_\_\_\_

**Presentation**

Topics/Steps	Key Points/Activities

## **Presentation, continued**

<b>Topics/Steps</b>	<b>Key Points/Activities</b>

**Evaluation** (How will you know that the objectives were met?):

**Trainer's Evaluation of the Session:**

	<b>Poor</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Excellent</b>
Did the training session accomplish the objectives	1	2	3	4
Was the information well received?	1	2	3	4

What would you do differently the next time you present this training session?

Additional Comments: