

**TEMPLATE: Learning and Performance Contract (Tool 8)**

<b>Performer's Name:</b>		<b>Supervisor's Name:</b>		<b>Date</b>
<b>PART I</b>	<i>Agreement is reached on a learning objective for the training. Agreement is also reached on an execution objective to be achieved upon completion of training. Action items should be determined and documented for both objectives. Results are recorded and discussed as they occur</i>			
<b>A. Learning Objective:</b>				
<b>Action item:</b>		<b>Result:</b>		
<b>Action item:</b>		<b>Result:</b>		
<b>Action item:</b>		<b>Result:</b>		
<b>B. Execution Objective:</b>				
<b>Action item:</b>		<b>Result:</b>		
<b>Action item:</b>		<b>Result:</b>		
<b>Action item:</b>		<b>Result:</b>		
<b>PART II</b>	<i>Agreement is reached on an assignment following training that is compatible with the objectives in Part I and will provide an opportunity to utilize the skills learned. The benefit of the assignment is documented and mutual commitments are made.</i>			
<b>A. Assignments following training:</b>				
<b>1) We agree that this job assignment will benefit you (performer) and our unit as follows:</b>				
<b>2) My commitment to you</b>			<b>Signature of performer</b>	
<b>3) My commitment to you</b>			<b>Signature of supervisor</b>	