



DATE:	SALON:	EMPLOYEE NAME:
CURRENT QUALIFICATIONS:		
ROLE WITHIN THE ORGANISATION/SALON:		

**1) Rate your current Hairdressing/Barbering/Beauty Skills:**  
List your strengths and identify any skill gaps you think you have.

Strengths:

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Skills gaps to be addressed:

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**2) Rate your current Soft Skills (customer service skills, admin skills etc.):** List your strengths and identify any skill gaps you think you have.

Strengths:

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Skills gaps to be addressed:

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**3a) Training:** If you are an apprentice make sure your salon has a training programme designed to complement your Off Job Training. Review your current training and make some suggestions on what you would like to work on.

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**3b) Training:** If you are not an apprentice review any training you have had and make suggestions for what you would like to work on.

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**4) Personal Training:** Complete this section during the training session. Discuss which areas need improvement, and how you plan to work on them. Book in each training session now.

1. Training:

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Scheduled:

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Outcome:

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2. Training:

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Scheduled:

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Outcome:

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3. Training:

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Scheduled:

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Outcome:

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