

Quarterly Progress Report – Interview questions

1. Please discuss any milestones or achievements that have occurred during this reporting period.
 - Employee productivity increases, overall increased output
 - Trainee skill gains, certifications
 - Improved customer service, trainee performance feedback from supervisors/customers
 - Lowered costs, inventory and/or waste
 - Improved efficiency, lean operations, order fulfillment
 - Increased revenue and/or profit

2. Is training on track for completion?
 - a. Are you keeping sign-in sheets or attendance records on file? (Y/N)

 - b. *If Quarterly Progress Report not yet completed*, indicate the progress for each trainee for the appropriate quarter from the drop-down menu.
 - i. "On-track" – attending enrolled courses this quarter; on pace to complete the required course-work
 - ii. "Off-track" – dropped one or more course and/or missed a substantial amount of training
 - iii. "Dropped" – no longer participating in the Training Funds project.

 - c. *If Quarterly Progress Report not yet completed*, please indicate the number of hours completed for each course/training module on the Course Hours tab.

 - d. If any "off-track":
 - i. Why is this individual off-track?
 - ii. Will it affect his/her ability to acquire the desired skills and achieve the wage increase?
 - iii. Will the courses missed be made up?
 - iv. Will this affect overall goals of the course? Of the project?

 - e. If any "dropped":
 - i. What is the cause for trainee drop-out?
 - ii. Will you replace him/her?
 - iii. Will this affect overall goals of the course? Of the project?

3. Are there any (other) challenges that you foresee impacting the training program? Major issues must be discussed with an Account Manager
 - a. Do you foresee future attendance issues? Any drop-outs? Lay-offs?

 - b. Have you experienced any major changes to your business (e.g., wage freeze, union issues, IT upgrade, etc.)?

 - c. If you are using an external training provider, are you happy with the training that is being provided?

4. What training courses do you have planned for the next reporting period?

If any discrepancies or red flags were observed in site visit, inquire with business. Include and trainee registration outstanding issues here.