MANAGER'S TOOLKIT

Review application after 30 days

Use a work sample to discuss what changed and what support comes next.

STEPS + EXAMPLE + WORKSHEET

When to use this tool

- **For managers**

  Plan the review when the learning activity begins.

- **For employees**

  Bring an example of an attempted application.

- **Choose a suitable interval**

  Thirty days is a starting suggestion; adapt it to the work cycle.

The practical framework

- **Evidence**
  What did the person try?

- **Comparison**
  How does the sample meet the agreed criteria?

- **Barriers**
  What helped or blocked application?

- **Support**
  What is the next useful action?

Start with these steps

- **Before the review**

  Agree on the task, criteria and work sample.

- **During the review**

  Let the employee explain the attempt and its context.

- **Examine together**

  Identify what is visible and what remains uncertain.

Put it into practice

- **Choose support**

  Offer practice, feedback, access or a process change as appropriate.

- **Avoid an unsupported conclusion**

  One sample does not establish the training's business impact.

- **Agree on a follow-up**

  Set the next task, owner and review date.

A worked example

- **Illustrative example**

  After communication training, a supervisor brings two team briefs.

- **What is visible**

  The later brief names an owner and deadline; the earlier one did not.

- **Next step**

  Practise checking understanding, then review another brief.

Your reusable worksheet

Task + agreed criteria

Sample + date + context

What changed / remains unclear

Barrier + support needed

Next attempt + review date

Your next step

Choose one task.

Use the tool.

Review what happened.

Follow Tibyan for three practical development tools each week.

Original educational worksheet by Tibyan. Examples are illustrative.