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## **Intern Training Plan Sample**

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| **Intern Name:** |
| **Learning Objectives** |
| *Assignment(s): [i.e., this is where one of the duties can be used as a learning experience for the intern]* |
| *Method(s) of Instruction: [i.e., job shadowing, classroom or individual instruction, etc.]* |
| *Proficiency Evaluative Method(s): [Explain how this will determine when the intern is proficient.]* |
| **Instruction Started** | **Instruction Completed** | **Rating Criteria** |
| **Date** | **Instructor Initials** | **Date** | **Instructor Initials** | **Learning, Developing, Proficient** |
|  |  |  |  |  |
| ***Feedback and Additional Comments:*** *[If the intern is still in the Learning or Developmental stage, please provide feedback to benefit the intern’s task comprehension.]* |
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