## ANNEX E, APPENDIX 1

## TRAINING COUNSELLING SESSION FORM

| **SECTION 1 – BACKGROUND INFORMATION** | |
|---|---|
| Name: | Rank: |
| Phase: | Division: |
| Circumstances requiring TCS: | |
| Overall training progress (eg, seriousness of failure, performance in related POs, any previous difficulty and action taken, performance / behaviour, etc.): | |

**SECTION 2 – SESSION FINDINGS**

1. Inform the cadet they are not achieving / maintaining qualification standards and that you are meeting to help them correct the situation.
2. Discuss the following:
   - Circumstances affecting training progress
   - Any previous difficulty and action taken (eg, whether or not help / additional training was provided)
   - Overall performance / behaviour of cadet (eg, attendance, effort, motivation, attitude)



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Verify against the official publication.

| **SECTION 3 – SESSION RECOMMENDATIONS (ACTION PLAN)** | |
|---|---|
| With the cadet, create an action plan that highlights the actions required for success.<br><br>Brief the cadet on the consequences should no improvement be noticed. | |
| Cadet's Signature: | |
| Training Officer's Signature: | Date: |
| **SECTION 4 – COMMANDING OFFICER REVIEW** | |
| Record any discussion with parents regarding the progress of the cadet. | |
| Commanding Officer's Signature: | Date: |



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