Shift coaching and follow-up record

Use fictional details for training. Save workplace copies in your approved records system.

Practice example

Ordered 12 boxes, received 10. Starter initially entered 12. Supervisor demonstrated a count and discrepancy entry; starter repeats the check on a new example.
Follow-up: next delivery.

Task and expected result

Observed action

Effect on the shift

Learner explanation

Practice agreed

Owner and review time

Outcome