

TEAM MEMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

# New Team Member Touchbase

## WEEKLY CHECK-IN/COMMUNICATION

	Wins for the Week:
	Work-on-It for Next Week:
	Plan of Action for Next Week:
	Coach/Trainer Remarks:
	Manager's Remarks:

COACH/TRAINER: \_\_\_\_\_

MANAGER: \_\_\_\_\_

NEXT MEETING: \_\_\_\_\_