

ApprenticeshipIdaho

RA Monthly Progress Reports

Apprenticeship Specialist Name

Date

Biggest Victory Since Last Meeting

Actions Steps From Last Meeting:

Status:

1.

2.

3.

4.

Key Performance Indicators
Sales Activities:

	Monthly Goal	Actual	(+/-)	Next Goal
- Prospecting				
- Conversations				
- Client Discovery Meetings				
- Client Presentation Meetings				

Observations/Notes:

Action Steps for Next Mtg: (Specific, Measurable, Action Oriented, Realistic, Time Specific)

Completion Date:

1.

2.

3.

4.

Action Steps for Regional Team/State Project Leads:

1.

2.

Date and Time of Next Meeting:

Briefly summarize overall activities for the report month, and progress toward the achievement of objectives delineated in your organization's Apprenticeship Agreement ***that are not already delineated in this report document***. Examine expenditure rates, as appropriate. Note any variances from planned activities/expenditures, and specific measures that will be implemented to address the variance.
