*Travel Journal*

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1. Process Overview

**Process or Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Write a summary of the process. Include a diagram of the process flow and/or layout.

1. Job Task Notes

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| **Job Title**:  |  **Task**:   |

**Structured Note Taking Related to Job Tasks**

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| **Job/Tasks:**List the steps to perform this task. Include all Safety information.Add more lines as needed on the next page. | **Step** | **Safety** |
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1. Materials, Specs/Tolerances Notes

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| **Materials:** Include Specs, SOPs, Job Aids, etc. | **Tools/ Equipment** | **Docs** | **PPE** | **Other** |
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| **Specifications & Tolerances:**Note the specs and tolerances needed for the job so that training can be as targeted as possible.  | **Quality Spec./ Tolerance** | **Example/Notes** |
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1. Safety Awareness

**Identify the primary Safety concerns.**

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| **Safety Hazard** | **Job/Location** | **Comments** |
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1. Terminology

**List any terms to remember, including company-specific jargon and acronyms.**

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| **Term** | **Definition** |
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1. Daily Reflection

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Location/Topics:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What were the key learning points for you today?**

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**Things I want to incorporate in training at our new facility:**

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**Things I don’t want to forget:**

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**Questions for follow-up:**

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Daily Reflection

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Location/Topics:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What were the key learning points for you today?**

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**Things I want to incorporate in training at our new facility:**

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**Things I don’t want to forget:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Questions for follow-up:**

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Daily Reflection

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Location/Topics:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What were the key learning points for you today?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Things I want to incorporate in training at our new facility:**

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**Things I don’t want to forget:**

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**Questions for follow-up:**

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Daily Reflection

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Location/Topics:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What were the key learning points for you today?**

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**Things I want to incorporate in training at our new facility:**

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**Things I don’t want to forget:**

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**Questions for follow-up:**

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Daily Reflection

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Training Location/Topics:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What were the key learning points for you today?**

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**Things I want to incorporate in training at our new facility:**

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**Things I don’t want to forget:**

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**Questions for follow-up:**

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1. Weekly Outline

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| **Date** | **Topics Covered** | **Contacts (Names/Positions)**  |
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