ApprenticeshipIdaho
RA Monthly Progress Reports

Apprenticeship Specialist Name

Date

Biggest Victory Since Last Meeting


Actions Steps From Last Meeting:

1. 
2. 
3. 
4. 

Status:

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.