

# Training (Shaping) Plan and Approval Form (Explanation)

<b>Date written:</b> Write when the form was written	<b>Animal:</b> (name/identification/species) Put the animal's name and identification number
<b>Trainer(s) assigned:</b> (note primary/secondary) This is who will be training, note if there is a primary and/or secondary trainer	<b>Training Category:</b> List what function you think the behavior will accomplish. Is it husbandry (care aspects like shifting or weighing), medical, shows/programs, just for fun, enrichment, etc
<b>Submitted by:</b> Who wrote and is submitting the form, if this is two separate people, list both and identify roles	
<b>Goal behavior:</b> (detailed criteria and cue) Your goal is to provide the specific details and criteria of the final behavior. Be as specific as possible, including details such as what the behavior should look like, for how long, the final location, and your cue(s). This should be so detailed that a stranger could understand and replicate the behavior criteria by reading your plan.	
<b>The closest approximation the animal presents now:</b> Some behaviors will not need to be trained from the beginning if an animal has a history of training. List in this box the closest approximation to your goal behavior the animal already knows, such as a station, target, or sit.	

	Planned Approximations	Actual Approximations	Date completed
1	<b>Start at your beginning/first/easiest</b> Write out your intended specific behavioral goal for each step (specific criteria for each step), and build from there by adding incremental steps.	Fill out this part as you train if the actual approximation is different so you have a record of approximations to fall back on.	For this specific approximation
2	<b>Additional notes:</b> <u>Writing out a detailed shaping plan allows you to:</u> <ul style="list-style-type: none"> <li>Determine your goals</li> <li>Be prepared for a breakthrough by being one step ahead</li> <li>Avoid pitfalls and stagnation</li> <li>Have a record of the behavior so it does not get lost and for reference if behavior breaks down</li> <li>Helps trainers become better trainers</li> <li>Think through when you will incorporate variables into each step (such as cue or duration)</li> <li>It helps everyone be on the same page, gives accountability, and justifies behavior</li> </ul> <u>Avoiding pitfalls:</u> <ul style="list-style-type: none"> <li>Giving too little information</li> <li>Using too big of approximations</li> <li>Not planning and thinking through the behavior</li> <li>Not being flexible enough to change your plan where/when needed</li> </ul> <u>You can communicate through reinforcement each of these:</u> (Incorporate these components as separate steps to build fluent and strong behavior) <ul style="list-style-type: none"> <li>Topography (what behavior looks like), intensity (its strength or energy), frequency (how often), duration (how long), and latency (how long after cue)</li> </ul>		↑ Some facilities will require you to fill out an 'expected date of completion' to build motivation and accountability
3			
4			
5			
6			
7	<b>The last step is your final behavior</b> You can start at the end and work the steps backward. The final step should incorporate all of the elements you need. Remember aspects such as behavior location, duration, intensity, latency, and topography. The behavior should be complete at the final step. A new training plan should be written if you have plans to continue or add to the behavior after the final step.		

<b>Frequency of session:</b> How often do you plan on training? Daily, 3x/week, weekly, etc. Add specifics if able (for example, 1x/day when working during the AM diet)	<b>Predicted level of difficulty:</b> Assumed and approximated “level” of difficulty based on projected time to train, amount of potential aversive stimuli, difficulty of behavior, and history of animal
<b>Predicted duration of session:</b> How long your expected training session length will be	<b>Number of staff needed for session:</b> How many people you will need. If you will need someone during any approximation step list them
<b>Location of sessions:</b> List where training sessions will be held. If the sessions will be generalized to multiple locations, list them	<b>Estimated start/end date:</b> Give yourself a goal by estimating a start date and projected end date. This is not a set-in-stone deadline but will help create motivation
<b>Intended reinforcement:</b> List intended reinforcement, including primary and secondary, if used. For example, the diet plus 10 grams of approved training treats and Kong toy as a secondary	<b>Intended bridge: (if applicable)</b> Write ‘none’ or list what you will use, such as a clicker or your intended verbal bridge (also, see below)
<b>Materials needed:</b> List any items needed for your training, such as a clicker, target stick, station, crate, prompts, etc.	
<b>Other information as needed:</b> (safety precautions, session set-up, reinforcement delivery, etc)  This is your chance to list any extra or additional details about training this behavior. Things to think about adding would be listing out any safety precautions that will be taken, set-up for intended prompts, how you plan to find time to train, if the diet will need to be held aside, if specific set-up or environment will be needed before you begin, or any known history with the animal that might affect training.	
If using a bridge, have you properly paired it with this animal? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>(Check one)</b>	

<b>Approval Title and Name:</b>	<b>Approval Signature:</b>	<b>Date:</b>
Management will decide if approval is needed and from whom for each animal/behavior		

**Safety Assessment Complete**

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(Initial sign-off from manager level)