Title of Tool Action plan for Inclusion Phase 1	
Aim of the Tool	Gaining the most possible information about the trainee for a better follow up and personalized program.
Materials necessary to use the tool (ex. Whiteboard, pen and paper, room with chairs in a circle, internet connection, computer or mobile phone etc.)	Computer or document print and pen.
Involvement of other people (for example teacher, company tutor, parents etc)	The document needs to be filled in by the tutor/coach together with the trainee and his/her family if needed.
Link for the tool (online link for example)	NA
Indication on how to use the tool	The tool is meant to be used during a personal discussion with the trainee and if necessary with his/her family. Ask the trainee for any disability or illness certificates which you can use to gain information about any health issues, physical, behavioural or cognitive disabilities. By talking to the trainee about him/herself his/her family and social background you will also gain information about any language or socio - economic difficulties and other weaknesses or problems which might have an impact on the trainee's learning process. There are also some blank spaces in which you can make further notes about the trainee.

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