

**Job Shadowing – Shadow Plan**

<b>Employee Name &amp; Date of Shadow Visit</b>	
Please report to reception upon arrival and ask for your 'Shadow Co-ordinator'	Shadow Co-ordinator name:
<b>Employee 1</b>	
Name	
Position	
Meeting date/time	
<b>Employee 2</b>	
Name	
Position	
Meeting date/time	
<b>Employee 3</b>	
Name	
Position	
Meeting date/time	
<b>Employee 4</b>	
Name	
Position	
Meeting date/time	
<b>Employee 5</b>	
Name	
Position	
Meeting date/time	