# Training Action Plan

(A resource for UW employees and supervisors)

## STEP ONE: BEFORE REGISTERING FOR A COURSE

<table>
<thead>
<tr>
<th>Proposed Course*</th>
<th>Dates/Times*</th>
<th>Total # of Hours*</th>
<th>Course Fee*</th>
</tr>
</thead>
</table>

*Descriptions, schedules, and registration fees for Professional & Organizational Development courses can be found in our online course catalog.

**List goals/reasons for taking the course:** (For instance: Employee: To improve the quality of my letters and e-mails. Supervisor: To help you in your goal to lead more effective meetings.)

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**Is this course part of a certificate?**  
- [ ] No  
- [x] Yes (check applicable certificate(s) below)
  - Fiscal Management
  - Human Resources Administration
  - Supervisory Skills

## EMPLOYEE INITIATED

**Employee:** I'm interested in taking the above course.

**Supervisor:**
- [ ] Approved but not required.
- [x] Approved; course is REQUIRED.
- [ ] NOT supported or approved.

Follow-Up Meeting Between Employee and Supervisor Should Occur By

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**SUPERVISOR INITIATED**

**Supervisor:**
- [ ] The above course is REQUIRED.
- [ ] The above course is suggested.

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**Sign below to show agreement with the proposed course and timeline:**

**Employee**

**Supervisor**
## STEP TWO: AFTER ATTENDING A COURSE

<table>
<thead>
<tr>
<th>Was the course completed?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Course Completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Follow-Up Meeting:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOLLOW-UP MEETING BETWEEN EMPLOYEE AND SUPERVISOR

**If course was completed:** *Discuss what was learned.* *(For instance: What information from the course can be applied toward the employee’s goals and objectives, or toward improving performance?)*

**If course was not completed:** *Discuss barriers and challenges.* *(For instance: If the employee was unable to find the time to take the course, how can this be solved?)*

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**What are the suggested next steps?** *(For instance: Take a course that builds upon the one completed. Meet again, in 1 to 3 months, to discuss progress towards reaching goals or improving performance. If course was part of a certificate, take another course in the certificate series.)*

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[http://www.washington.edu/admin/hr/pod/certificates/docs/action-plan.pdf](http://www.washington.edu/admin/hr/pod/certificates/docs/action-plan.pdf)