

# Training Action Plan

(A resource for UW employees and supervisors)

## STEP ONE: BEFORE REGISTERING FOR A COURSE

<b><i>Either the employee <u>or</u> the supervisor can initiate this plan.</i></b>					
<b>Proposed Course*</b>					
<b>Dates/Times*</b>		<b>Total # of Hours*</b>		<b>Course Fee*</b>	

*\*Descriptions, schedules, and registration fees for Professional & Organizational Development courses can be found online: <http://www.washington.edu/admin/hr/pod/catalog/gen/Catalog.html>*

**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    Yes (check applicable certificate(s) below)

- Fiscal Management  
  Human Resources Administration  
  Supervisory Skills  
 Interpersonal Communication Skills  
  Written Communications

<input type="checkbox"/> <b>EMPLOYEE INITIATED</b>	<input type="checkbox"/> <b>SUPERVISOR INITIATED</b>
<b>Employee: I'm interested in taking the above course.</b> <b>Supervisor:</b> <input type="checkbox"/> Supported; course is not required. <input type="checkbox"/> Approved; course is <b>REQUIRED</b> . <input type="checkbox"/> <b>NOT</b> supported or approved.	<b>Supervisor:</b> <input type="checkbox"/> The above course is <b>REQUIRED</b> . <input type="checkbox"/> The above course is suggested.
<b>Follow-Up Meeting Between Employee and Supervisor Should Occur By</b>	
<b>Sign below to show agreement with the proposed course and timeline:</b>	
<b>Employee</b>	<b>Supervisor</b>

