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.)

Is this course part of a certificate?  □ No  □ 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.
- Approved; course is REQUIRED.
- NOT supported or approved.

SUPERVISOR INITIATED

Supervisor: □ The above course is REQUIRED.
- The above course is suggested.

Follow-Up Meeting Between Employee and Supervisor Should Occur By

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>
</table>

| Date Course Completed: | Date of Follow-Up Meeting: |

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?)

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.)

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