

# SkillSoft e-Learning Action Plan

UW Professional & Organizational Development

## STEP ONE: BEFORE E-LEARNING

<b>Either the employee <u>or</u> the supervisor can initiate this plan.</b>			
<b>Proposed Course*</b>		<b>Course Duration* (# of hours)</b>	
<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"/> <i>Supported; course is not required.</i> <input type="checkbox"/> <i>Approved; course is REQUIRED.</i> <input type="checkbox"/> <i>NOT supported or approved.</i>		<b>Supervisor:</b> <input type="checkbox"/> <i>The above course is REQUIRED.</i> <input type="checkbox"/> <i>The above course is suggested.</i>	
<b>Target Date for Completion</b>		<b>Follow-Up Meeting Should Occur By</b>	
<b>Sign below to show agreement with the proposed course and timeline:</b>			
<b>Employee</b>		<b>Supervisor</b>	

*\*Course descriptions, expected duration, and other details can be found on each course's information/summary page (must be logged in to e-Learning to access).*

**List reasons for taking the course:** *EXAMPLES: Employee: To improve the quality of my letters and e-mails. Supervisor: To help you in your goal to lead effective teams.*

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**When should this course be taken? Are there specific days or times you would recommend?**  
*(Remember that courses can be taken over multiple periods, for instance two 2-hour sessions for a 4-hour course.)*

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