



Training Action Plan

(A resource for UW employees and supervisors)

STEP ONE: BEFORE REGISTERING FOR A COURSE

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

**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

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

