



# 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 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    Yes (check applicable certificate(s) below)

Fiscal Management    Human Resources Administration    Supervisory Skills

<b><input type="checkbox"/> EMPLOYEE INITIATED</b>		<b><input type="checkbox"/> SUPERVISOR INITIATED</b>	
<b>Employee: I'm interested in taking the above course.</b> <b>Supervisor:</b> <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>		<b>Supervisor:</b> <input type="checkbox"/> <i>The above course is REQUIRED.</i> <input type="checkbox"/> <i>The above course is suggested.</i>	
<b>Follow-Up Meeting Between Employee and Supervisor Should Occur By</b>			
<b><i>Sign below to show agreement with the proposed course and timeline:</i></b>			
<b>Employee</b>		<b>Supervisor</b>	

