

Training Action Plan

A resource for UW employees and supervisors

STEP ONE: BEFORE REGISTERING FOR A COURSE

Either the employee or the supervisor can initiate this plan.

Proposed Course*				
Dates/Times*		Total # of Hours*		Course Fee*

*Descriptions, schedules, and registration fees for Professional & Organizational Development courses can be found in our [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)

Administrative Excellence 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"/> Approved but not required. <input type="checkbox"/> Approved; course is REQUIRED. <input type="checkbox"/> NOT supported or approved.	Supervisor: <input type="checkbox"/> The above course is REQUIRED. <input type="checkbox"/> The above course is suggested.
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

STEP TWO: AFTER ATTENDING A COURSE

Was the course completed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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?)

Write notes from your discussion below.

What are the suggested next steps? (For instance: Take a course that builds upon the one completed. Meet again, in 1–3 months, to discuss progress towards reaching goals or improving performance. If course was part of a certificate, take another course in the certificate series.)

Write next steps below.