

Training and Development Plan

Employee's Name	Position:		
	Training & Development Period		
	From:		To:

1. Training received in previous planning period (can include such activities as courses/workshops, conferences, on-the-job training, distance education, mentoring)

a) Training received:

b) Results/Impact of training on position/development: (supervisor should comment on how the training received has affected performance)

2. Required training for current planning period:

a) General training/skills development: (i.e. common areas of training such as computer applications, communication skills, management, organizational skills).

b) Specialized training (*training that is specific/unique to position*):

Training and Development Plan

3. Career Development Training*:

Training that employee would like to receive to develop skills/knowledge in other areas (not necessarily specific to current position):

* It should be noted that priority (i.e. work release, financial support) will be given to training activities that are required for the planning period outlined in section 2a) and 2b) above.

Comments by the employee:

Comments by the supervisor:

Employee's Signature

Date

Supervisor's Signature

Date

Supervisor's Name:

Position: