



Training and Professional Development Plan

At the beginning of the review period, it is recommended that the supervisor and employee meet to assess and establish appropriate work-related education and training goals for the employee. At the conclusion of the review period, the supervisor and employee will then review the employee’s training accomplishments and reflect them on the Performance Appraisal Document. **NOTE: Even if included in the training and professional development plan, all training must be approved in advance by the employee’s supervisor prior to enrollment/attendance. Training & Professional Development Plans expire 2 years from the creation date.**

Name:	Title:
Email:	Phone:
Department/Division:	Today’s Date*:

Skills to be developed during this review period:

Training, education, or other opportunities to develop the skills identified above:

Targeted date(s) for completion of training/education:

Expected results from training/education (include measurements when possible):

Additional training, education, or skill development opportunities requested by the employee:

Progress at feedback/review dates (attach additional pages if needed):

Employee Signature: _____ Date: _____

Please submit to Staff Development within HR, GEB 262 Box 46 or email to staffdev.dept@jccc.edu.

Date received in Staff Development Office: _____