

EMPLOYEE DEVELOPMENT WORKSHEET

Program Attending: _____

To help you and your organization apply what you learn in this program to your job, complete this chart with your supervisor. Consider any workplace issues that may need to be addressed.

Knowledge and skills to be developed	How can these knowledge and skills support your individual/departmental goals?	How can these knowledge and skills support your organization's goals?	Current workplace issues to be addressed	Date for completion

Employee Signature

Date

Supervisor's Signature

Date