**INDIVIDUAL Professional Development Tracking Sheet**

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| Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Enter Employee Name)* | Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Enter Organization Name)* | **Hire Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(Enter Hire Date)* |  |
| Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Enter Employee Position)* | Annual Required Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Enter Required Hours for this Position) |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training  | **Date** | **Hrs.** | Doc\* | Training  | **Date** | **Hrs.** | **Doc\*** | **Training**  | **Date** | **Hrs.** | **Doc\*** | **Total Hr** |
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Doc\* = Is documentation on file (yes/no). Documentation may be sign in sheets from staff meetings or workshops where information is covered, a new employee orientation checklist with hours and topics listed, or workshop certificates. Documentation should include learning objectives and key areas/topics covered. See [USDA Key Topics and Learning Objectives](http://www.fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf)

November 2016