**INDIVIDUAL Professional Development Tracking Sheet**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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