

e·Learning Action Plan

STEP ONE: BEFORE E-LEARNING

Either the employee or supervisor can initiate this plan.

Employee's Name _____ Supervisor's Name _____

Employee ID/ A # _____ Department Name _____ # _____

- OR -

Supervisor: I'm recommending that you take the following course:

Proposed Course/s*		Course Duration*	
	1) _____		_____
	2) _____		_____
	3) _____		_____
	4) _____		_____

** Information such as a course description and expected duration of course can be found online on each course's Course Information page. For more information on accessing the Course Information page, check your e-Learning Success Kit: e-Learning subscribers, see the User Guide; supervisors, see the Supervisor's Guide.*

List reasons for taking the course: *EXAMPLES: Employee: To improve the quality of my letters and e-mails. Supervisor: To help you in your goal to lead effective teams.*

When should this course be taken? Are there specific days or times you would recommend? *(Remember that courses can be taken over multiple periods, for instance two 2-hour sessions for a 4-hour course.)*

Target Date for Course Completion:		Follow-Up Meeting Should Occur By:	
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Sign below to show agreement with the proposed course and timeline:

Employee _____

Supervisor _____

