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| **C:\Users\MVDIET~1\AppData\Local\Temp\DOTPF-logo-color-600res-4x4-1.jpg** | **Department of Transportation and Public Facilities**  **Environmental Training Plan**  **Individual Training Plan** |

Name: Click or tap here to enter text. Position Title: Choose an item.

Region: Choose an item. Section: Click or tap here to enter text.

Time Period Covered: Click or tap to enter a date. to Click or tap to enter a date.

Supervisor: Click or tap here to enter text.

**Section I: Past Training**

*List all training received during the past three calendar years. Add rows, as needed.*

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| --- | --- | --- | --- |
| Course Name | Institution | Date(s) | Number of Hours |
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**Section II: Career Goals**

*Describe next logical objective in career goals.*

Click or tap here to enter text.

*Describe long range goals of employee.*

Click or tap here to enter text.

**Section III: Requested or Planned Training**

*Section to be completed with supervisor. Rank in order of priority. Add rows, as needed.*

| Type[[1]](#footnote-1) | Skills Needed | Course Name (If Available) | Estimated Cost |
| --- | --- | --- | --- |
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*Please refer to the following in the 2022 Environmental Training Plan for training required for DOT&PF environmental staff: Table 2, Table 3, Appendix B, Appendix C, and Appendix D.*

Click or tap to enter a date.

Employee Signature Date

Click or tap to enter a date.

Supervisor Signature Date

1. List one of the following three types: M (Mandatory), SE (Skills Enhancement), or D (Developmental). [↑](#footnote-ref-1)