Today's Date	February 15, 2012
Employee	Sammie Smith
Current job title	Clerk, Accounts Payable
Goals	Develop management skills Learn accounting standards Promoted to Accounts Payable Manager
Training Needed	Management training Peachtree accounting software Advanced training Earn AAAS online degree in accounting Take tax certification course Communications training
Estimated Costs	AAAS degree, \$5, 678 Peachtree Training, \$150 for one day seminar Tax certification certificate, \$550 for intensive weekend conference
Completion Date	Spring of 2014

# **Manager Notes:**

- In-house training offered yearly: "Reading Body Language," and "Writing Development," and "Running an Effective Meeting"
- External Training needed: Peachtree software, AAAS Degree, Tax certification Training Course
- · Assign Sammie to Dorothy Redgur, the CFO for mentorship
- Next steps: Sammie should develop a timeline for when she plans to complete the seminars.

The budget allows us to pay up to \$1,000 per year for external training for all employees. Talk with Sammie about how to receive reimbursement.

# **Employee Development Plan Examples**

**Patrick Vollmar** 

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