

PUBLIC LIBRARIES OF SAGINAW

STAFF TRAINING AND DEVELOPMENT VERIFICATION FORM

- A staff member participating in staff training and development opportunities is expected to turn in a form to his/her supervisor for a signature.
- Trainers as well as trainees should have a signed form on file with his/her supervisor.
- The signed form will serve as verification of training completed toward fulfillment of the annual minimum of four (4) hours required staff development.
- Please submit one form for each training and development opportunity that is completed.
- Supervisors, please submit the forms with the employee's annual evaluation.
- Staff should consider discussing training received or knowledge gained at their staff meetings or on an informal basis with other staff members so that all may benefit.
- Please consider completing training and development sessions beyond the minimum requirement.

Employee Name _____

Training Opportunity _____

Name of Presenter/Trainer _____

Date _____

Time Spent in Training Session _____

Supervisor's Signature _____

