

SAMPLE TRAINING PLAN

Training Plan For: Employee Name

Date

Training Plan Period: January 1999-May 2000.

Position Title/Grade: Student Trainee (Park Management), GS-0099-07

Organization: US Army Corps of Engineers, Fort Worth District,

Training Plan Objectives: Trainee will work toward Masters Degree in Recreation Management Studies while performing job tasks and receiving extensive training in Corps of Engineers Recreation-Natural Resources Management Program,

Work Assignments:

Work under general supervision of Park Manager.

Carry out assigned duties in various functional areas of the Corps Program, including:

Visitor Assistance

Shoreline Management

Natural and Cultural Resources Management

Recreation and Parks Management

Public Involvement and Volunteers

Water Safety Programs

Interpretive Services

Uses Internet to research information

Enters data in CEFMS

College Coursework

1. College coursework - Spring 1999

RECR 4200 Commercial Recreation

RECR 4900 Special Problems/Independent Study

These courses will provide training in the effective management of recreation facilities and activities as well as enhancing public relations/communications skills,

2. College coursework Fall 1999-Spring 2000: (list coursework)

3. Employee's progress will be monitored during the training plan period through meetings with the supervisor, Performance appraisal will be completed as required under the current appraisal system (TAPES).