

Individualized Training Plan

Employee:
 AU Job Title:
 AU Job Code:

* Provide Safety Mgr Sign-in Sheet or Certificate.	CATEGORY: • Technical • Pers. Growth • L'ship/Mgt • Safety • Other • Admin • Cust Svc
Required, RECommended, ELEctive	
CORE, JOB specific, INDIVIDual, Job Fam/Promotion	



AUBURN UNIVERSITY

FACILITIES MANAGEMENT

Indicates required for promotion.

COURSE NO	COURSE NAME	↑	↑	↑	# OF HOURS	FREQ	PROVIDER	DATE COMPLETED	DATE EXPIRES	Course Cost	Assoc. Costs	Total Cost	COMMENTS
		REQ REC ELE	CORE JOB INDIV	CATEGORY									
EM 301	Emergency Preparedness *	REQ	CORE	Safety		Once	AU	2/1/14				\$ -	
EM 303	Active Shooter *	REQ	CORE	Safety		Once	AU	2/1/14				\$ -	<i>via Online class</i>
	Defensive Driver *	REQ	CORE	Safety		Every 3 years	RMS	2/1/14				\$ -	
	SANS - Securing the Human	REQ	CORE	Technical		Once	AU	11/20/14				\$ -	<i>via Policy Review with Supervisor</i>
	Fleet Safety *	REQ	CORE	Safety		Once	Supervisor	12/9/15				\$ -	<i>via Policy Review with Supervisor</i>
	Driving Procedures *	REQ	CORE	Safety		Annual	Supervisor	9/1/17	9/1/20			\$ -	<i>Program Review for all applicable to work</i>
	Planned for FY'18:			Technical								\$ -	
	PowerPoint			Technical								\$ -	
	MS Word			Technical								\$ -	
	AiM			Technical								\$ -	
	Adobe			Technical								\$ -	
	Metrics/Analytics			Technical								\$ -	