

**Attachment C
Superior Court
Individual Development Plan**

This plan is used as a supplement to assist supervisors and employees in identifying the costs associated with planned training activities and as a tool for budget planning purposes.

Name: _____ Job Title: _____

1. MANDATORY TRAINING REQUIREMENTS (Frequency A = Annually, B = Every two years, C = Every four years)

Training / Court Requirement	Freq	Course Cost	Travel Cost	Training Hours to be Received	Target Date	Completion Date
Subtotals:		\$	\$			

2. JOB/MISSION-RELATED TRAINING (Formal Classroom, On-the-Job, Cross-Training, etc.)

Training / Course	Type	Course Cost	Travel Cost	Training Hours to be Received	Target Date	Completion Date
Subtotals:		\$	\$			

2. INDEPENDENT STUDY (Educational Reimbursement, Computer-Based Training, CENTRA, Books, Audios, Tapes, Videos)

Training / Court Requirement	Type	Course Cost	Travel Cost	Training Hours to be Received	Target Date	Completion Date
Subtotals:		\$	\$			

4. PROGRESS:

	Employee Signature:	Date	Supervisor Signature	Date
Established:				
Mid-Year:				