



ANNUAL TRAINING CHECKLIST FOR EMPLOYEES

Forest, Mineral and Fire Management Policy 142

Department of Natural Resources Personnel Policy 10.04

Training Officer	Signature Required By:
Sends list of required training to all.	
Sends DNR and FMFM course catalogs to all.	

Employee	Signature Required By:
Looks over list of training and checks off course(s) which are needed.	Employee
Prepares list of requested courses for year – both required and not required.	
Employee and Supervisor discuss needed and requested training during Performance Appraisal.	Employee/Supervisor

Supervisor	Signature Required By:
Summarizes all needed training for his/her unit of supervision and forwards summary to his/her supervisor.	Supervisor
Supervisor forwards to FMFM Training & Safety Officer / Lansing.	
Field Coordinators, Section Leaders, and other supervisors summarize their training needs and send to the Training Officer.	Supervisor

Training Officer	Signature Required By:
Training dates sent to employees and posted on intranet.	

Employee	Signature Required By:
Employees sign up on the internet form or by email to Training Officer after obtaining supervisor approval.	
Employee notifies Training Officer of completion of training for each course attended.	