



## MICHIGAN DEPARTMENT OF NATURAL RESOURCES

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### INTEROFFICE COMMUNICATION

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September 16, 2005

TO: All FMFM employees

FROM: Fran Ryan, Training Coordinator

SUBJECT: TRAINING PROCESS

In an effort to assist staff in developing their annual training plan, I have prepared a checklist for your use. This is still in **draft** form, but is attached for you to test. Check FMFM Training Policy #142 for complete details.

- It is your responsibility to identify courses you have not had, and to take this list to your Performance Appraisal.
- Each supervisor is required to discuss training needs with each employee during the Performance Appraisal ( see DNR Personnel Policy, Personnel Manual - Chapter 10 - Performance Management - Training Assessments 10.04 , FMFM Policy 142 (Personal Training and Development)). Supervisors should discuss needed and desired training with employees and develop a list of approved training for the current fiscal year for their employees. It is possible that all needed training will not be completed in the current fiscal year. If this is the case, then the probable year of course completion should be noted on the checklist.
- Supervisors send the list of courses for which they have approved attendance to their supervisor, up to the Field Coordinators and Section Leaders. Field Coordinators and Section Leaders review these and forward the lists to the Training Officer to get these courses scheduled.

I have also prepared a list of Frequently Asked Questions that may answer some of your questions. These documents will assist you in understanding our Training Policy and how to implement it. They are currently in **draft** form, and I appreciate any suggestions that you have before they are finalized.

Please keep this information in your files for future reference.

Thank you for your cooperation in this matter.