

Today's Date	February 15, 2012
Employee	Sammie Smith
Current job title	Clerk, Accounts Payable
Goals	• Develop management skills • Learn accounting standards • Promoted to Accounts Payable Manager
Training Needed	• Management training • Peachtree accounting software Advanced training • Earn AAAS online degree in accounting • Take tax certification course • Communications training
Estimated Costs	• AAAS degree, \$5, 678 • Peachtree Training, \$150 for one day seminar • Tax certification certificate, \$550 for intensive weekend conference
Completion Date	Spring of 2014

Manager Notes:

- In-house training offered yearly: "Reading Body Language," and "Writing Development," and "Running an Effective Meeting"
- External Training needed: Peachtree software, AAAS Degree, Tax certification Training Course
- Assign Sammie to Dorothy Redgur, the CFO for mentorship
- Next steps: Sammie should develop a timeline for when she plans to complete the seminars.

The budget allows us to pay up to \$1,000 per year for external training for all employees. Talk with Sammie about how to receive reimbursement.