



Name: _____

Position: _____

Department: _____

Manager: _____

Requirements:

FT – 12 PDU **MGR** – 20 PDU

PT – 8 PDU

The Continued Education initiative is based on completing a certain number of Performance Development Units (PDU's) every year. Each PDU is equivalent to approximately one hour. The number of units that is required varies depending on whether you are a manager or an associate and also whether you're full time or part time employment. Managers are required to complete no less than 20 PDU's per year. Full time associates are required to complete no less than 12 PDU's per year, while part time associates are only required to complete 8 PDU's per year. 25% of all PDU's are elective and can be chosen by the individual and the other 75% are assigned by the company.

There are lots of ways to earn PDU's and nearly unlimited opportunities. We have organized the offerings into two different categories;

1. Career Path: Choose from a wide array of course offerings that are directly tailored to your career path whether it be Sales, Management, Project Management, Accounting, Customer Service/Administrative. Upon completion of each course you will earn an industry-acknowledged certificate of completion.

2. Competency Based Badges: Select competencies (badges) you would like to develop (see list and details below), set a goal for the level you want to attain, and then choose courses that match. Your badges that you select should compliment the career path you chose.

Please choose one of the following:

Career Path (16-24 PDU's each)

- PM
- Sales
- Administration
- Accounting
- Human Resot
- Managemen
- Marketing
- Quality Control
- Customer Service

Badge – Select all that apply:

In order to earn your badge, you must complete all four levels of training for each badge;

1. Level 1 (3-4 PDU's): Basic familiarity with concepts. Typically obtained through online webinars

2. Level 2 (5-10 PDU's): Practical understanding of concepts with practice. Typically obtained through mix of online webinars and workshops.

3. Level 3 (11-17 PDU's): Higher-order understanding with repeat application. Typically obtained through workshops and seminars.

4. Level 4 (18+ PDU's): Advanced understanding with practice, coaching and evaluation. Typically obtained through use of seminars.

****All badges are level 1-4****

Active Listener	Cool Headed	Customer Focus	Diplomat
Effective Communicator	Innovator	Leader	Organized Professional
Sales Pro	Strategic	Team Player	Trusted Advisor

Are you interested in other career fields? Yes No Which ones? _____

Signature: _____ Date: _____