**RANDOLPH COMMUNITY COLLEGE**



**PROFESSIONAL DEVELOPMENT ACTIVITIES LOG**

**January , 202 – April 1, 202**

**Employee:** Click here to enter text. **Position:** Click here to enter text.

**Employee: List all professional and personal staff development activities that you attend or complete. Submit to your supervisor at the time of your annual evaluation.**

**Supervisor: Attach to employee’s annual evaluation and submit to Human Resources.**

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| **Name & Description of Activity**  (Conference, Workshop, Course, Seminar, Pursuing Degree, Upgrading Skills, Return to Industry, etc. This should include activities you attended, not presentations given by you.) | **Activity Date(s)** | **Total**  **Activity**  **Hours** | **Activity Recommended by Supervisor**  **(YES or NO)** |
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**Employee Signature Date Supervisor Signature Date**

revised 1/12