



Exempt Employee Short-Term Professional Development Debrief - PART 2

NAME (Last, First, Middle Initial)	COCC ID #	DATE PREPARED
TITLE	DEPARTMENT	

COCC recognizes the value of short-term (10 working days or less) professional development opportunities for exempt employees such as conferences, trainings, workshops and related activities. Funding for professional development must be approved by employee's supervisor prior to spending the funds. Complete the form as indicated below. **If requested by the supervisor, please submit a debrief within a week of the event.**

What new knowledge, skills or expertise did you gain from this experience?

What are your plans to share, apply, or incorporate the information gained?

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

Copy to:

- Supervisor
- Employee
- Employee File