

LEARNING CONTRACT

NAME:

DATE ESTABLISHED:

KEY RESULT AREA:

COMPETENCY	LEARNING RESOURCES AND STRATEGIES	EVIDENCE OF ACCOMPLISHMENT OF COMPETENCY	TARGET DATE

DATE REVIEWED:

NEXT STEPS:

Employee Signature:

Date:

Supervisor Signature:

Date:

LEARNING CONTRACT

NAME: SALLY SAMPLE

DATE ESTABLISHED: 6/6/2022

KEY RESULT AREA: DOCUMENTATION COMPLETION & COMPLIANCE

COMPETENCY	LEARNING RESOURCES AND STRATEGIES	EVIDENCE OF ACCOMPLISHMENT OF COMPETENCY	TARGET DATE
Sally will complete all required weekly documentation by the close of business each day.	Sally will complete departmental documentation training on 6/7/2022 at 8:00. Assigned trainer will be MM.	Upon successful completion, MM will sign-off on training document.	6/7/2022
Sally will submit all daily documentation to MM prior to 4:00 pm.	MM will be available each day between 8:00-8:30 for support.	MM will track documentation completion and quality. MM will report to supervisor each Monday regarding previous week documentation.	Each Monday through 7/11/22
Documentation will include all required fields as well as a note reflecting what and how services were delivered. This will include the prompt, response, and next steps.	MM will review notes the day following submission and give feedback via email by the end of each day.	If required, notes will be corrected. MM will track notes and documentation have been successfully completed.	End of business each Friday

DATE REVIEWED: 7/11/2022

NEXT STEPS: Progress will be reviewed 7/11/2022 to determine if ongoing support is needed.

Employee Signature:

Date:

Supervisor Signature:

Date: