



CUSTOMIZED TRAINING ENROLLMENT CHECKLIST

- A. This process should be followed once the departments have approved of employee participation in training.**
- B. Adjustments to this process will be made based on affiliate need/procedures.**
- Meet with your Career Coach, and provide them with any additional information they may need regarding your educational experience.
 - Once your department and career coach has cleared you for the customized training, your coach will provide the Project REACH office with the information for your Service Commitment Contract, and you will be contacted to schedule an appointment with Yariela Kerr-Donovan, Manager, Project REACH, Human Resources, 550 Building suite 401.
 - At your appointment you will review the Commitment/ Service Contract for the Project REACH program and sign it. It is at this point that employees are officially enrolled in Project REACH
 - Signatures required include:
 - Current department/affiliate leadership
 - Pamela Paulk
 - Employee
 - Once all signatures are secured, copies will be provided for each person.
 - Please inform your Supervisor and your HR Career Coach about your progress and your plans for the next semester.

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