



RANDOLPH COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT ACTIVITIES LOG
 April 1, [Click here to enter text.](#) – March 31, [Click here to enter text.](#)

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.

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