

# MEDFORD PARKS & RECREATION

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TO: CAPRA File for Standard 4.6.1 – Employee Training Development

FROM: Brian Sjothun - Director

SUBJECT: Annual Review of CAPRA 4.6.1 – Employee Training Development

DATE: 6/7/16

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A verbal review of 4.6.1 – Employee Training Development has been completed during the Leadership Team staff meeting on 6/7/16 that was attended by all Department Supervisory staff. The standard was updated to reflect the updated Succession Plan as well as incorporating the Training Implementation Form, SGR Monthly Training Topics and update to the Master In-Service Training List.

Staff Name: Brian Sjothun  
Title: Director

APPROVED:   
Brian Sjothun, Director



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