**PERSONAL DEVELOPMENT TRAINING**

**Name ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appraising Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form is to be ALWAYS used in conjunction with the appraisal forms C004, C107A or C107B when training needs are identified.**

The Company recognise the importance of further enhancing the knowledge, skills and expertise of its workforce. The Company also recognise there is a need for frequent updating of knowledge and skills and is committed to providing the means by which skills can be developed on an ongoing basis which will develop officers and give them increased opportunity for promotion and advancement within the group.

The below outlines a number of training courses available as part of each officers Personal Development Plan, some of which are now mandatory requirements, as the reporting officer, we would ask that you give careful consideration, based on the appraisal, as to which training initiatives may be beneficial to the appraised officer. If there is training which is not listed but you think would be beneficial then please write this under OTHER and the training department will, in liaison with the crew manager and/or superintendent, look to facilitate the request once approved.

This form should be ALWAYS sent to the relevant Planning Manager when training needs are identified along with the relevant Appraisal Form C004, C107 A/B.

**TRAINING COURSES**

**CREW RESOURCE MANAGEMENT**

STCW Required by ALL Deck and Engine Officers

**BRIDGE WATCHKEEPER COURSE**

1st Officer, Navigation Officer, 2nd Officer, 3rd Officer

**USPH**

Deck, Engine & Hotel Officers responsible for onboard Hygiene & Sanitation under [Health](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/health.htm) > [1.0 Hygiene and Sanitation](http://srv-glas301:82/Leisure/content/vessel%20management%20system/health/hygiene%20sanitation.htm)

**IMO TRAIN THE TRAINER**

STCW Requirement for Safety Officer and any other Officer onboard responsible for training

**MARINE HIGH VOLTAGE**

Electrical Officers

**SHIP SECURITY OFFIC**ER

Required by Staff Captain/Chief Officer and Chief Security Officer

**ICE NAVIGATION BASIC / ADVANCED**

For polar water vessels only

Basic required for Bridge watch keeping / Advanced required for Capt. & Staff Captain

**Voyage Cruise LMS**

eLearning courses not completed as part of crew duties/promotion

**OTHER** - Please stipulate any other training you think would be beneficial. ­­

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