

### *Continuing Education*

AIA Seattle thrives as we continually improve our knowledge and skills, inspire our creativity, and enhance our peer networks. Each AIA Seattle employee is expected to prepare a professional development plan as part of the annual performance review process which identifies knowledge or skill sets in need of improvement, and targets at least one professional development opportunity for the coming year.

Funds are set aside annually for professional development. Individual requests to enroll in classes, travel to conferences, or engage in other activities that require an investment from AIA Seattle should be approved in advance by the Executive Director, Managing Director or other supervisor, and should demonstrably enhance the skills, knowledge, networks or creativity of the employee in relation to her/ his responsibilities at AIA Seattle.

#### **AIA Seattle**

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Time spent at approved professional development activities should be recorded as working time for actual time spent in class, both during and outside of regular work hours. Additionally, travel time during regular business hours should be recorded as working time.<sup>1</sup>

[aiaseattle.org](http://aiaseattle.org)

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<sup>1</sup> Excerpted from AIA Seattle Employee Handbook, Section 2.7 – Professional Development