

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Name of Employee: _____
 Position Title: _____

Division Unit: _____
 Date Plan Developed: _____

Potential Areas to Developed/Explore /Enhance	Performance Goal or Target Competency	Method/ Activity to Achieve Goal	Resource Needed (Human/Non Human)	Timeline	Expected Results	Actual	Success Indicator
Results Focus	Delivers error-free outputs most of the time by conforming to standard operating procedures correctly and consistently. Able to produce very satisfactory quality of work in terms of usefulness/ acceptability and completeness with no supervision required.	<ul style="list-style-type: none"> Always conform to standard operating procedures in preparing work Prioritize work according to urgency Training/coaching 	<ul style="list-style-type: none"> Assistance and moral support of superiors & peers Training/coaching Guidelines 	January-December 2018	<ul style="list-style-type: none"> Knowledge and skills on the standard operating procedures for every programs/projects Quality outputs Attendance to training 		
Innovation	Demonstrate an ability to think "beyond the box". Continuously focuses on improving personal productivity to create higher value and results.	<ul style="list-style-type: none"> Read books/ assistance of Superiors Self-training/ improvement 	<ul style="list-style-type: none"> Books/ superiors/peers 	January to December 2018	<ul style="list-style-type: none"> Demonstrated the skill on ability to think "beyond the box". Quality outputs 		

CERTIFICATION AND COMMITMENT

This is to certify that my competency assessment and development plan has been discussed with me by my immediate superior. I further commit that I will exert time and effort to ensure that my individual Development Plan is achieved according to agreed time frames.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">Name & Position</td> <td style="text-align: center; border: none;"><u>Date</u></td> </tr> </table>	Name & Position	<u>Date</u>		
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This is to certify that I have objectively completed the competency assessment of my staff. Furthermore, I commit to support and ensure that this agreed Individual Development Plan of my staff	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">SUPERVISOR NAME AND SIGNATURE</td> <td style="text-align: center; border: none;">_____</td> </tr> <tr> <td style="text-align: center; border: none;"></td> <td style="text-align: center; border: none;">Date</td> </tr> </table>	SUPERVISOR NAME AND SIGNATURE	_____		Date
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	Date				
I commit to support and ensure that this agreed Individual Development Plan is achieved according to agreed time frames.	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">HEAD OF OFFICE NAME AND SIGNATURE</td> <td style="text-align: center; border: none;">_____</td> </tr> <tr> <td style="text-align: center; border: none;"></td> <td style="text-align: center; border: none;">Date</td> </tr> </table>	HEAD OF OFFICE NAME AND SIGNATURE	_____		Date
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