**Professional Development Policy Form**

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| **Application Date** |  | | | | |
| **Applicant Name** |  | | | | |
| **Department** | Sales & Marketing  Administration  Executive | Operations  Dispatch  Logistics | | | |
| **Professional Development Type** | Job specific  Updating skills  Up-skilling  New equipment | New systems  Information Technology  Personal | | | |
| **Description of Professional Development Activity** |  | | | | |
| **Benefit for Applicant Activity** |  | | | | |
| **Expected Outcomes from Activity** |  | | | | |
| **Post-activity Report from Applicant** | Verbal report  Written report  Journal | Staff profile update  Staff information article  Group debriefing | | | |
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**Authorised by :**

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| **Signature of Individual Engages** | | | |
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| **Name** | **Signature** | **Date** | **Department** |
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