**Professional Development Policy Form**



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| **Application Date** | **18/10/2017** | | | | |
| **Applicant Name** | **David Park** | | | | |
| **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** | To make our office more progressive, I suggest to install cutting edge system. In this activity, I will introduce up-to-date technology of recent office. This new equipment helps us to save the cost of documents with its electric document based system. And we do not need to worry about losing some significant information, it automatically backups all document we work, and the security of confidential documents will be safer than before. Every secret information and customers' personal information will be encrypted and only authorised person can access those documents. And it also gives us easy-sharing system. We can respond quickly to a request from other department with this equipment. This should increase work efficiency dramatically. | | | | |
| **Benefit for Applicant Activity** | Acquiring knowledge | | | | |
| **Expected Outcomes from Activity** | Getting know how it’s effective for increasing work efficiency, Quick interact among all staff in the company, Cutting off the cost, Stronger security of documents. | | | | |
| **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** |
| **David** |  | 18/10/2017 | Administration |
| **Sid** |  | 18/10/2017 | Executive |
| **Tsuyoshi** |  | 18/10/2017 | Dispatch |
| **Spiderman** |  | 18/10/2017 | Dispatch |
| **Hulk** |  | 18/10/2017 | Logistics |
| **Doctor Slump** |  | 18/10/2017 | Operations |
| **Goku** |  | 19/10/2017 | Administration |
| **Mori Kogoro** |  | 19/10/2017 | Administration |
| **Victor** |  | 20/10/2017 | Sales & Marketing |
| **Johnson** |  | 21/10/2017 | Sales & Marketing |
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