|  |  |  |
| --- | --- | --- |
| Employee’s name | Supervisor’s name | Director of Department’s name |
|  |  |  |
| PDP Commencement Date: | | PDP End Date: |
|  |  |  |

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| --- | --- |
| **What is my current state?** | |
| **What are my strengths?**  **What are my weaknesses?**  **What are the common feedbacks that I receive from others?** | Strengths  Weaknesses  Feedback |
| **What is my desired state?**  **What activities do you want to undertake in order to develop and advance your career? What activities will you undertake to connect to best practices related to your field and how will this contribute towards name of organization becoming a learning organization *(Notes could include learning more about PSEA, Safeguarding, Child safeguarding components, membership to community of practice initiatives, L&D initiatives e.g. community awareness, designing complaints response mechanisms, Training of Trainers and facilitation)*** | |
| **Why do I want to change?**  **What does it give me?** |  |
| **How do I get there? What is needed?** | |
| **What must I improve/ learn/ experience to achieve the desired state? (Objectives)**  **Competency Based Objectives**  **What are the possible resources to learn or develop?** |  |
| **How can I measure my progress?** | |
| **Performance Indicators** |  |
| **Set timeline** | |
| **Set a timeline for meeting your short term, medium and long term objectives. Use a calendar or chart for effective time management. Schedule your time in weeks. Set milestone in between short term objectives if you feel the need to.** | |

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| **Employee signature** | ***Employee Comments*** |
| **Supervisor signature** | ***Supervisor comments*** |