

Personal Development and Coaching Plan

Learning / development outcome (SMART)	How will this be achieved (inc resources / support required)	Measurement process (how will I know it has been completed)	Target date	Review date	Evaluation
<ul style="list-style-type: none"> - Time management - Make a list for the week/day 	Doc, have accountability partner	when my work produced increases/I get more things done per day(will be evident through list but wont be comparable)			
Ask if there is anything going on within the company that I can do/be involved in. -plan/pick times to see other team members	Ask my mentor and maybe manager	Whether they provide any options	ASAP		

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