|  |  |
| --- | --- |
| **Your Name:**  **Manveer Bhangu** | **Upcoming**  **Stage: 2** |

## Instructions

There are three sections to this IDP form: (1) setting individual goals for the upcoming stage; (2) reviewing your performance from the previous Stage; and (3) communicating anything about you or your team that your Supervisor needs to know.

Complete these three sections and submit the form to the **individual** dropbox folder for the relevant Stage.

## Part 1 - Planning

**To be completed at the beginning of each Stage – to set your individual goals for the upcoming Stage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What do I need to learn and complete during this Stage? | How does this help the team and our client meet its goals? | What steps will I take to achieve my individual goals? | How will I know when I have achieved my goals? | What specific things will I do to support my other team members? | Target completion dates |
| * Meet with the database volunteers to learn more about it | * We will be able to see how much they have actually done and hopefully begin our own dummy system | Attend the meeting and write down anything important | After meeting with the volunteers | Go over my notes from the meeting and compare and see if were all on the same page | Feb.10/2016 |
| * Develop the design and layout for some of the webpages | * The sooner we can build some of the pages, the faster we can show our clients and if they want anything changed | * Work with my team to keep somewhat of a consistent theme throughout the pages | * When we have showed the client the pages | * See if anyone needs help with any WordPress problems and assist them | Feb. 20/2016 |

## Part 2 - Review

**To be completed at the end of each Stage – to review your performance on your individual goals for the Stage that is just finishing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What were my successes in the previous Stage? | How did that help the team and our client meet our goals? | What do I need to improve on or do differently? | What specific things did I do to support my other team members? | How would my team members rate my performance? | How would I rate my own performance? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Part 3 - Feedback

**What does our Team Supervisor need to know about me or the other members of my team?**