

## Performance Development Plan Format

**Employee Name:** John Sanns

**Position:** System Analyst

**Department:** Internal Systems

**Reason for Evaluation:** Quarterly/Other? Quarterly

**Job Description:** The First Line Manager oversees the programming team's operations, ensuring productivity, compliance, and collaboration for organizational success.

**Performance Goals:**

List the employee's most important work performance goals for the period.

Specific Duty	Goal	Tools Needed for Goal	Completion Date
Increase team productivity	Implement new project management software	Project management software, training sessions	12/02/2024
Improve conflict resolution skills	Attend conflict resolution workshop	Workshop registration, participation	12/02/2024
Enhance communication within the team	Implement weekly team meetings	Meeting agenda, communication platform	12/02/2024
Strengthen collaboration with other departments	Schedule monthly cross-departmental meetings	Meeting agenda, collaboration tools	14/02/2024
Ensure compliance with company policies	Review and update team policies	Policy documents, HR guidance	16/02/2024

**Additional Tools or Training Needed:** Provide advanced leadership training, project management workshops, and communication skills training to enhance coaching, conflict resolution, streamline workflow processes.

**Discussion and Measurement:** Regular bi-weekly performance discussions will monitor progress.

### Personal and Professional Developmental Goals:

List the employee's most important personal and professional developmental goals for the period.

Specific Duty	Type of Training Required	Why this training?	Objective and desired outcomes to be achieved.	Completion Date
Improve Time Management	Time Management Workshop	To enhance productivity and efficiency in managing tasks.	Better prioritize tasks and meet deadlines effectively.	20/02/2024
Enhance Leadership	Leadership Training	To develop leadership skills for effective team management.	Improve team motivation, communication, and decision-making.	22/02/2024
Improve Presentation	Presentation Skills Course	To enhance communication skills and confidence in presentations.	Deliver clear, engaging presentations with impact.	28/02/2024

**Additional Tools or Training Needed:** Provide advanced leadership training, project management workshops, and communication skills training to enhance coaching, conflict resolution, streamline workflow processes, and improve team collaboration and engagement.

**Discussion and Measurement:** Regular bi-weekly performance discussions will monitor progress towards goals using key indicators and feedback to assess effectiveness and identify improvements.

**Employee Comments:** None

### Employee Suggestions for Supervisor or Departmental Development:

I John Sanns accept and approve this plan which serves as a binding agreement of Learning that needs to take place and is in line with the organisations Talent Management, People Development Objectives, and commitment to lifelong learning. The plan is in accordance with Legal Frameworks and an official process of the organisation's internal skills development processes.

Approved Talent Manager:

Date: 16/02/2024

**Date for Next Development Meeting:** 20/02/2024

Employee's Signature: JSanns

Date: 12/02/2024

Supervisor's Signature: CJones

Date: 12/02/2024

Talent Manager Signature: TMulaudzi

Date: 12/02/2024