

## Areas of development

Development Areas	Intended Benefits	Method/Resources	Timescale	Achieved Y/N
Improve public speaking	Able to present at conferences, run department meetings	Find low risk situations to communicate face-to-face: more input in team meetings (where relevant), seek out public speaking opportunities outside of work	ongoing	Y
Improve negotiating skills	Be confident in salary negotiation with my manager, meeting with a client to project terms and conditions	Find a group that does practice negotiation sessions or attend a seminar. Practice negotiation where possible in low-risk work and personal situations, and reflect and review my performance afterwards for areas of improvement	ongoing	Y
Creating presentations	Able to put together an impactful presentation for reports, proposals, campaigns	Find books and video tutorials that advise how to create effective presentations. Ask graphic and tech team members at work to teach me how to use presentation software	this month	Y