

WORK & INDIVIDUAL DEVELOPMENT PLAN

Year of Assessment: 2023 (April 2023 – March 2024)

The Work & Individual Development Plan focuses on setting priorities for the year, for identifying individual and establishment developmental needs, and to track on the progress made.

The Officer (ORO) and Reporting Officer (RO) are encouraged to have continuous, forward-looking conversations regarding the Officer's progress in the Goals, Competencies and Development items, for personal growth and career development.

Section A : Officer's Particulars

Name :

Designation :

Establishment :

Section B : Key Work Goals

Highlight 3 – 5 key work goals that you would set for the year. These may include organisational, departmental or inter departmental projects and work that help your customers, team and/or organisation achieve desired outcomes

After Goal Setting has been approved by the RO, the Officer will do a Self-Evaluation at the Mid-Year Review together the RO (Section E). A year end evaluation will be conducted by the RO together with the ORO

Goal 1	
Category	Individual Goal / Establishment Goal
Due Date	
Status	Not started / In Progress / Completed
Achievement <i>To be completed by ORO at end of the year</i>	
RO's Comments	

Goal 2	
Category	Individual Goal / Establishment Goal
Due Date	
Status	Not started / In Progress / Completed
Achievement <i>To be completed by ORO at end of the year</i>	
RO's Comments	

Goal 3	
Category	Individual Goal / Establishment Goal
Due Date	
Status	Not started / In Progress / Completed
Achievement <i>To be completed by ORO at end of year</i>	
RO's Comments	

(Include additional goals, if any)

Goal 4	
Category	Individual Goal / Establishment Goal
Due Date	
Status	Not started / In Progress / Completed
Achievement <i>To be completed by ORO at end of the year</i>	
RO's Comments	

Goal 5	
Category	Individual Goal / Establishment Goal
Due Date	
Status	Not started / In Progress / Completed
Achievement <i>To be completed by ORO at end of the year</i>	
RO's Comments	

Section C : Additional Contribution

Include any additional contributions you have made to the establishment

Additional Contributions

Individual Development & Learning

Include development and learning done in current year and plans for the next year

Current Year (Staff must attain a minimum of 50 learning/training hours a year)

Learning and development plan for following year

Section D : Performance Review (*To be completed face to face*)

Mid-Year Review

To be completed by 30th June each year.

Officer's (ORO)* Mid-Year Self-Evaluation

Self-evaluation on progress made on the goals set, to be indicated.

Signature of ORO

Date

Comments By RO

Signature of RO

Date

End of Year Review (*To be completed by mid-Mar each year*)

Comments by RO

Signature

Date

Comments by ORO

Signature

Date

Endorsed by Countersigning Officer

Signature

Date

Section E : Competency Rating (Closed Section)

Dimensions should be rated in consideration of staff grade and job scope

Dimensions / Ratings	Exceed	Meeting	Developing
Analytical Thinking <i>Grasp situational context. Look beyond immediate issues. Appreciate reality and identify viable options.</i>			
Decision Making <i>Identify and evaluate options. Consider feasibility. Make sound and timely decisions.</i>			
Care & Empathy <i>Exhibit empathy for all customers and stakeholders. Strike the balance required of an educational institution. Exercise flexibility where required.</i>			
Stakeholder Relations <i>Correctly identify stakeholders. Maintain professional relations at individual, establishment and organizational levels. Strive for win-win partnership. Establish cross organizational collaboration</i>			
Continual Improvement <i>Continue to seek better options. Work on enhancing current situations. Develop the dare to try culture. Tolerate experimental risks. Accept and learn from failure.</i>			
Teamwork <i>Put team before self. Motivate peers and subordinates. Contribute towards team effort. Value contributions. Empower subordinates. Practice mutual respect.</i>			
Primary Role Effectiveness <i>(Teaching role for Academic Staff)</i> <i>Be goal focused. Vary methods to meet objectives, process efficiency and effectiveness. Meet deadlines. Seek regular feedback and act on it. Manage occupational challenges.</i>			
People Management <i>(Management Staff only)</i> <i>Look beyond own performance. Inspire subordinates to own targets. Be above board and fair in dealings. Build capability. Value contributions. Be exemplary. Be accountable.</i>			

FINAL GRADE	
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Endorsement of Assessment			
Reporting Officer			
	Name	Designation	Signature/Date
Countersigning Officer			
	Name	Designation	Signature/Date

NOTE

ORO : Officer Reported On

RO : Reporting Officer (immediate Supervisor of the ORO)

CO : Countersigning Officer (immediate Supervisor of the RO)