**WORK & INDIVIDUAL DEVELOPMENT PLAN**

Year of Assessment: 2023 (Jan 2023 – Dec 2023)

*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*

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

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

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| **Goal 3** |  |
| **Category** | Individual Goal / Establishment Goal |
| **Due Date** |  |
| **Status** | Not started / In Progress / Completed |
| **Achievement**  *To be completed by ORO at end of year* |  |
| **RO’s**  **Comments** |  |

*(Include additional goals, if any)*

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

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

Section C : Additional Contribution

*Include any additional contributions you have made to the establishment*

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| **Additional Contributions** |

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| **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.*

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| **Officer’s (ORO)\* Mid-Year Self-Evaluation**  *Self-evaluation on progress made on the goals set, to be indicated.*  Signature of ORO Date |

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| **Comments By RO**  Signature of RO Date |

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

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| **Comments by RO**  Signature Date |

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| **Comments by ORO**  Signature Date |

**Endorsed by Countersigning Officer**

Signature Date

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

Section E : Competency Rating (Closed Section)

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