*Note: Ensure that the employee is aware of all goals and the importance of each one i.e., how it fits in with the overall Company service delivery. Objectives should be specific and have a tangible method of measurement.*

**Personal development plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personal development plan for *[insert employee name]* | | | | |
| Objective | Why is this important? | How will I achieve this objective? What support has been identified? | Review date | How will my performance be measured? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Employee signature: Date:

Manager signature: Date: