# Professional Development Plan

## Personal details

Employee Name:

Department/Section:

Position:

Time in position: (provide years and months)

 Appraisal period:

From:

To:

## Set, review and rate key responsibilities

Rating Scale:1 Excellent, 2 Competent, 3 Needs Improvement, 4 Unsatisfactory

| Key responsibilities | Standard required (qualitative or quantitative) | Comments on standard achieved | Rating |
| --- | --- | --- | --- |
| (complete this row and add more as needed) |  |  |  |

## Improvement targets

Rating Scale: Exceeded, Met, Not Met

| Set/review short-term | Target date | Action plan | Target date | Comments on achievements | Rating |
| --- | --- | --- | --- | --- | --- |
| (complete this row and add more as needed) |  |  |  |  |  |

## Overall performance rating

Rating Scale: 1 Excellent, 2 Competent, 3 Needs Improvement, 4 Unsatisfactory

|  |  |  |
| --- | --- | --- |
| Strengths  | Development Areas | Overall rating |
| (complete this row and add more as needed) |  |  |

## Individual development plan

| Objectives. Areas to be developed  | Actions. Include action (for example, on the job training, formal training course) and by whom | Target date |
| --- | --- | --- |
| (complete this row and add more as needed) |  |  |

## Comments and signatures

### Employee comments:

Signature and date:

### Manager comments:

Signature and date: