**ANNEXURE D**

**PERSONAL DEVELOPMEN PLAN (PDP)**

**EMS: OFFICE BASED EDUCATORS**

|  |  |
| --- | --- |
| **DEPARTMENT** |  |
| **COMPONENT** |  |
| **DESIGNATION** |  |
| **EMPLOYEE** |  |
| **SUPERVISOR** |  |

**PURPOSE:** To enable the manager and the employee to identify skills Development requirements and as result agree on the steps taken to address those development gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| **AREAS IDENTIFIEED FOR DEVELOPMENT** | **OBJECTIVE OF DEVELOPMENT** | **TYPE OF INTERVENTION (SHORT COURSE,WORKSHOP,CONFERENCE,ETC)** | **TIMEFRAME** |
| Skill facilitation | Building capacity on facilitation | Short course | First Qurter |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**IMPACT ASSESSMENT**

|  |  |
| --- | --- |
| **IMPACT OF DEVELOPMENT ON WORK (AFTER SIX MONTHS)** | |
| **EMPLOYEE** | **SUPERVISOR/MANAGER** |
|  |  |
|  |  |
|  |  |

We………………….. (Employee) and …………….…… (Supervisor) agree that the above –mentioned areas for development and the type of intervention suggested will be engaged in to achieve the required objective for development. We also understand that due to the operational requirements of the Department it may not be possible to undertake the training and development stated with the type of intervention stated and/or within the time frames as stated. There is also an understanding between ourselves that areas for development could be identified throughout the performance cycle and that this maychange the order of priority and type of intervention as stated in the plan.

**Signatures:**

|  |  |
| --- | --- |
| **Employee** |  |
| **Date** |  |
| **Supervisor** |  |
| **Date** |  |