**ANNEXURE C**

**ACTIVITY: SESSION 3**

**Work plan (Year): ……………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **OFFICE** |  |
| **PERIOD** |  | **DESIGNATION** |  |

| **KEY RESULT AREA** | **KEY ACTIVITIES** | **WEIGHTING** | **TIME-FRAME** | **PERFOMANCE INDICATORS** | **NOTES ON PROGRESS,CHANGED CIRCUMSTANCES, RESOURCES AND ENABLING CONDITIONS** |
| --- | --- | --- | --- | --- | --- |
| Collate and compile report based on school visit | Compile daily and weekly reports | **20%** | Weekly basis | Availability of reports | Stationery |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**AGREED (Signatures):**

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

***PS: Additional forms may be used to complete further KRAs***