**Individual Development Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Job title | Grade | Department |
|  |  |  |  |
| Competency | Specific knowledge, skills, attitude to be developed | Development activity planned | Resources needed | Person responsible | Time-frame |
| e.g. Communication skills | Written communication skills in English, being able to draft letters, edit reports | Reading: 5 pages per page on ownDrafting of letters on own, mentor to edit and give feedback on areas that need attention; Editing of reports on own, mentor to check and give feedback | Access reading material | Staff member | To start 1/02/2012 and end 30/6/2012.Tasks assigned at least 3 x a week |
| Allocation of tasks to draft letters and edit reports | Supervisor and/or mentor |
| Time to give feedback | Mentor  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |