Staff member

To finalise your career development needs for the next year, I am planning to have a development conversation with all staff members in our Department/Work area. Subsequent to the above, I would like to invite you to such a development conversation. The development discussion forms part of a newly introduced development cycle, which will be explained in detail to you during the conversation.

Although the format of the discussion will be informal and explanatory, it will assist in the conversation flow if you could do the following preparation:

1. Some thoughts regarding your strengths and possible areas for development in relation to your job profile.
2. Any specific development required to assist you in your KRA’s and competencies.
3. Please bring along any documentation (emails, meeting notes etc.) that will support the above view.

The details of the meeting are:

* Venue:
* Date :
* Time :

I am looking forward towards our discussion.

Manager /Supervisor