**Individual Development Plan**

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| Name | | Job title | | Grade | Department | | |
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| 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 own  Drafting 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 |
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