

Personal Development Plan

Employee Name: _____

EMP No: _____

Date Created: _____

TAKE OWNERSHIP OF YOUR CAREER		Who is responsible
1	Do a self-assessment	YOU ARE
2	Identify areas where you need to improve competence	YOU ARE
3	Fill in your PDP	YOU ARE
4	Negotiate your PDP with your manager	YOU AND YOUR MANAGER
5	Implement Learning solutions / write exams	YOU AND YOUR MANAGER

THUTA's most important resource is our people. Your career successes benefit both YOU and our company. Our culture is performance driven and to that end we are committed to helping you develop skills, knowledge and attributes which will enable this success.

Planning your success will involve

Understanding your job role and key performance areas

Understanding THUTA'S strategic objectives

Understanding where you fit into the branch succession plan

Identifying where learning is required

Defining a learning pathway based on urgency

Choosing a suitable learning solution

Employee Signature _____ Date _____

DEVELOPMENT PLAN AND RECORD OF ACHIEVEMENT

Employee Name _____

From January 2005 TO June 2005 (Date of next Performance Appraisal)

Required Outcomes	Learning Solution	Resources Required	Cost	Strategic Objective	Support Person	Completion Date	Achieved Status
MICROSOFT							
Exam 70-292: Managing and Maintaining a Microsoft Windows Server 2003 Environment for an MCSA Certified on Windows 2000 Courses Course 2272: Implementing and Supporting Microsoft Windows XP Professional (5 days) Course 2273: Managing and Maintaining a Microsoft Windows Server 2003 Environment (5 days) Course 2274: Managing a Microsoft Windows Server 2003 Environment (5 days) Course 2275: Maintaining a Microsoft Windows Server 2003 Environment (3 days) Course 2276: Implementing a	Self Study	MOC Manual Prometric Exam	MOC Manual R 312.00 Exam R 762.66	Certification Requirements to maintain MS Gold Partnership	Gavin Jacobs Reinhart Nel	02\05\2005	

DEVELOPMENT PLAN AND RECORD OF ACHIEVEMENT

Employee Name _____

From January 2005 TO June 2005 (Date of next Performance Appraisal)

Required Outcomes	Learning Solution	Resources Required	Cost	Strategic Objective	Support Person	Completion Date	Achieved Status
Microsoft Windows Server 2003 Network Infrastructure: Network Hosts (2 days) Course 2277 : Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services (5 days) Course 2285 : Installing, Configuring, and Administering Microsoft Windows XP Professional (2 days)							
Exam 70-296 : Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Environment for an MCSE Certified on Windows 2000 Courses Course 2272 : Implementing and Supporting Microsoft	Self Study	MOC Manual Prometric Exam	MOC Manual R 312.00 Exam R 762.66	Certification Requirements to maintain MS Gold Partnership	Gavin Jacobs Reinhart Nel	30\05\2005	

DEVELOPMENT PLAN AND RECORD OF ACHIEVEMENT

Employee Name _____

From January 2005 TO June 2005 (Date of next Performance Appraisal)

Required Outcomes	Learning Solution	Resources Required	Cost	Strategic Objective	Support Person	Completion Date	Achieved Status
<p>Windows XP Professional (5 days) Course 2273: Managing and Maintaining a Microsoft Windows Server 2003 Environment (5 days) Course 2274: Managing a Microsoft Windows Server 2003 Environment (5 days) Course 2275: Maintaining a Microsoft Windows Server 2003 Environment (3 days) Course 2276: Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts (2 days) Course 2277: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services (5</p>							

DEVELOPMENT PLAN AND RECORD OF ACHIEVEMENT

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From January 2005 TO June 2005 (Date of next Performance Appraisal)

Required Outcomes	Learning Solution	Resources Required	Cost	Strategic Objective	Support Person	Completion Date	Achieved Status
days) Course 2278 : Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (5 days) Course 2279 : Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure (5 days)							
SKILLS DEVELOPMENT							
NQF Assessor	Attended training	Portfolio of Evidence	R 2500.00 RPL POE R 400.00	Skills Development / Learnership Delivery Requirements	Natasha Rack Susan Verschuur	30\06\2005	
NQF Facilitator	(In house) Portfolio building workshop	Portfolio of Evidence	RPL POE R 400.00	Skills Development / Learnership Delivery Requirements	Natasha Rack Susan Verschuur	30\07\2005	
MICROSOFT CERTIFICATION							
MCSE 2003	Self Study	Manual Preparation	Exam R 762.66 x 2	Certification Requirements to	Gavin Jacobs Reinhart Nel	30\05\2005	

