**Individual goals and professional development plan**

Make a note of the goals and professional development needs and the proposed measures that you identified during the appraisal and that you agreed upon.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| GOALS AND PROFESSIONAL DEVELOMPENT NEEDS | COMMENTS | WHEN | | PERSON RESPONSIBLE | FOLLOW-UP |
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**This plan is to be followed-up at the next staff appraisal and salary review.**

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Date

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Employee Manager