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
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	DEVELOMENT PLAN AND RECORD OF ACHIEVEMENT								
Employee Name									
Fre	From January 2005 TO June 2005 (Date of next Performance Appraisal)								
Required	Learning	Resources	Cost	Strategic	Support	Completion	Achieved		
Outcomes	Solution	Required		Objective	Person	Date	Status		
	301411011	- Roquirou	MICRO		1 010011	2410	Julius		
Exam 70-292:	Calt Ctudy	MOC Manual	MOC Manual		Cavin Jacoba	02\05\2005			
Managing and	Self Study			Certification	Gavin Jacobs	02\05\2005			
Maintaining a		Prometric Exam	R 312.00	Requirements to	Reinhart Nel				
Microsoft Windows			Exam	maintain MS					
Server 2003			R 762.66	Gold Partnership					
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)									
<u>Course 2274</u> :									
Managing a Microsoft									
Windows Server									
2003 Environment (5									
days) Course 2275:									
Maintaining a									
Microsoft Windows									
Server 2003									
Environment (3 days)									
Course 2276:									
Implementing a									

DEVELOMENT PLAN AND RECORD OF ACHIEVEMENT

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

Required	Learning	Resources	Cost	Strategic	Support	Completion	Achieved
Outcomes	Solution	Required		Objective	Person	Date	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	

DEVELOMENT PLAN AND RECORD OF ACHIEVEMENT Employee Name From January 2005 TO June 2005 (Date of next Performance Appraisal) Required Resources Completion | Achieved Learning Cost **Strategic** Support **Solution Outcomes** Required **Objective** Person **Date Status** 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

DEVELOMENT PLAN AND RECORD OF ACHIEVEMENT Employee Name From January 2005 TO June 2005 (Date of next Performance Appraisal) Resources Achieved Required Learning Cost **Strategic** Support Completion Required **Outcomes** Solution **Objective** Person **Date 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 Portfolio of R 2500.00 Natasha Rack 30\06\2005 Attended Skills training Evidence RPL POE Development / Susan R 400.00 Learnership Verschuur Delivery Requirements RPL POE NQF Facilitator (In house) Portfolio of Skills Natasha Rack 30\07\2005 Portfolio R 400.00 Evidence Development / Susan building Learnership Verschuur Delivery workshop Requirements MICROSOFT CERTIFICATION MCSE 2003 Self Study Certification 30\05\2005 Manual Exam R Gavin Jacobs 762.66 x 2 Requirements to Preparation Reinhart Nel

DEVELOMENT 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	
		Time		maintain MS Gold Partnership				
MCT	Self Study	Manual Preparation Time Video Recorder	Manual CTT+ R 230.00 Exam R 1145.00 Video submission to Comptia R 4000.00	Certification Requirements to maintain MS Gold Partnership	Pieter Nel	11\04\2005		
	'	CL	JRRENT CE	RTIFICATION			1	
MSCDT							Achieved 2004	
MCSE 2000							Achieved 2004	
MCDBA 2000							Achieved 2004	
A+							2000	
N+						01\02\2005		
INet+							2002	
ICDL							2003	