**PERFORMANCE PLAN – [name of employee]**

**Organisation goals for [year]**

**Goals for [name of employee]**



**Personal Strengths and development areas**

|  |  |  |
| --- | --- | --- |
|  | **Areas** | **Actions** |
| **Strengths** |  |  |
| **Development areas** |  |  |

**Training plan – [name of employee]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Training** | **Trainer** | **Completed** | **Competent\*** |
| **[area of development 1]** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **[area of development 2]** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **[area of development 3]** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **[area of development 4]** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **[area of development 5]** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |

* Trainer and Trainee signature