



Professional Development Plan

Employee details

Name	<i>Paris Morales</i>
Position	<i>Business Development Specialist – Adelaide Branch Office</i>
Reporting manager	<i>Glenda Williams, HR Manager</i> <i>Penny Jones, Project Officer</i>

Development plan

Development to be undertaken	Timeline to complete	How will it be evaluated?	How will achievement be confirmed?
<i>External CBSA time management course with assessment</i>	<i>February 20XX</i>	<i>Interview with HR and Project Manager after the course completion</i>	<i>Final project performance review</i>
<i>Online sustainable practices course</i>	<i>end November 20XX</i>	<i>Online checklist at end of course</i>	<i>Reduced paper and ink usage and ordering</i>

Employee reflection

Development task undertaken	What have I learned?	How does this apply to my work duties?



Professional Development Plan

Development task undertaken	What have I learned?	How does this apply to my work duties?