

Personal Development Plan

For:	Employee X
Current Position:	Senior Support Engineer
Last Updated:	July'13

The Companies Aim:

In order to assist skill development of our employees, each personal development plan aims to:

- Ensure an annual review of training is undertaken.
- Ensure our employees are suitably trained to meet and exceed the requirements of their current role.
- Ensure career progression is considered, and training paths towards career development are reviewed.

Considerations:

CURRENT SKILLS GAP:	During the appraisal process it was noted that there was a gap in Employee X's knowledge of IP controllers.
CAREER ASPIRATIONS:	Employee X, mentioned that he was interested in developing his energy solutions skills and helping out the sales team with technical surveys.
EMPLOYEE REQUESTS:	Training on Trend IP controllers and networks.

Personal Development Plan: Financial Year 13/14

Category	Course	Progress / Review	
		Booked	Completed
<u>CURRENT SKILLS GAP</u>			
Product Training	Trend BACnet	✓	✓
	Tridium AX Level 1 / or Trend TONN	✓	✓
	Trend SET Comms	✓	
	Synapsys SIP E-Learning Courses	✓	
	Trend IQeco		
	Ethernet Awareness		
Industry Training	The role of the support eng.	✓	✓
	Energy awareness & opportunity spotting		
H&S Training	First Aid	✓	✓
	Ladders and Steps	✓	✓
	Asbestos Awareness	✓	✓
	Manual Handling	✓	✓
	Risk Assessment	✓	✓
<u>CAREER ASPIRATIONS</u>			
Energy Awareness	Coaching to be provided, covering "spotting opportunities for energy saving schemes".		

Personal Development Plan: **Additional Notes**

Technical Director Comments:

Our intentions are to help all staff obtain a level of qualification and industry experience to ensure the highest levels of individual's service to our customers. We look forward to reviewing this in due course to help you achieve your goals.

Line Manager Comments:

Apart from bridging the IP networks and controllers skills gap Employee X future development will depend up whether or not he wants to pursue a career as a sales person.

Employee Comments:

Add Text

Personal Development Plan: **Sign Off**

	Technical Director	Line Manager	Employee
Name:	x	x	
Position:	Technical Director	Operations Manager	
Date:	13/09/13	9 th September 2013	
Sign:	x	x	