

INDIGENOUS DEVELOPMENT & EMPLOYMENT PROGRAM

PROFESSIONAL DEVELOPMENT PLAN (PDP)

Mentee Name :

Mentee			Mentor	
Area/s of Development	Goals	Road map to achieve goal (Mentor is to help assist mentee create and provide detailed steps for each goal)	Comments (Provide detailed information on mentee's performance, any concerns, positive and constructive feedback)	Goal Achievement Achieved / Not Yet Achieved – (Provide feedback if not yet achieved)
Eg. Time constraints at work results in missing deadlines	Develop better time management skills	1. Create a structured work office space that is clutter free. 2. Develop a list of the days task, and also develop a time line for the week. 3. Use daily and weekly list to prioritise the days work and assign time to complete the task 4. Carry over tasks not completed to the following day ensuring to complete the priority tasks first.	1. Mentee has created a clean and structured workspace allowing them to create a positive space. 2. Mentee has made considerable progress completing 3 weekly tasks ahead of schedule. 3. Mentee has developed a positive working culture with their supervisor.	Mentee has achieved their set goal and continues to succeed with their time management skills which has a secondary effect being that the supervisor has praised the mentee at their fortnightly all hands meetings.

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Mentee Signature			Mentor Signature	
Date			Date	