



ANNEXURE B: PERSONAL DEVELOPMENT PLAN 2016/17

DIRECTOR COMMUNITY SERVICES: MACHABA MJ

MJ

Skills /Performance Gap (in order of priority)	Outcomes Expected (measurable indicators: quantity, quality and time frames)	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill /development area	Support Person
Computer literacy	Knowledge of Microsoft PowerPoint and excel	Computer literacy training	Certificate in Computer Literacy	3 months	Community services director	Municipal Manager
Financial management	Knowledge of project management and financial legislations.	Financial management training	Certificate in financial management	One year	Community services director	Municipal Manager

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Thus done and signed at Senwabawona on this 22 day of June 2016

AS WITNESSES:

1. [Signature]

Marheba Ms

EMPLOYEE

2. [Signature]

AS WITNESSES:

1. [Signature]

[Signature]

ACTING MUNICIPAL MANAGER

2. [Signature]