



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

ms

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

EMPLOYEE

Makaba M

ACTING MUNICIPAL MANAGER

[Signature]

AS WITNESSES:

1. [Signature]

2. [Signature]

AS WITNESSES:

1. Mashope

2. [Signature]