

# Employee development plan

**Production process:**

Created manually with a single click using data from "Manager notes"

**Access points:**

Available in the platform's "Manager Notes" section, can be set to read-only and made viewable to the employee

**Purpose:**

Provides a more detailed plan than is created in a "performance review" to suggest steps for professional development that can be aligned with available company resources

## Professional goals

1. **Increase Collaboration:** Irene needs to work more closely with her team members to enhance the spirit of teamwork.
2. **Improve Workload Management:** Irene should learn to manage multiple projects without getting overwhelmed or stressed.

## Skill assessment

1. **Strengths:** Irene is dedicated, hardworking, and committed. She has excellent communication skills and a positive attitude. She's a problem solver who thinks creatively and innovatively.
2. **Areas for Improvement:** Irene needs to improve her collaboration skills and workload management abilities.

## Performance metrics

1. **Project Completion Rates:** We will track the number of projects completed on time by Irene.
2. **Collaboration Metrics:** We will measure how effectively she collaborates with her colleagues through peer feedback and participation in team tasks.
3. **Stress Management Indicators:** We will monitor signs of stress or overwhelm in Irene, such as missed deadlines, errors in work, or feedback from colleagues.

## Training and development activities

1. **Team Building Exercises:** These activities will foster a sense of unity among team members and improve collaboration skills.

## Training and development activities

2. **Time Management Workshop:** This training can help Irene manage multiple projects simultaneously without getting overwhelmed.
3. **Stress Management Course:** Techniques taught here can help Irene handle stress effectively.

## Timeline

- August 2023: Begin team building exercises
- September 2023: Start time management workshop
- October 2023: Commence stress management course
- November 2023 - December 2023: Evaluate progress

## Progress tracking and evaluation

We will track progress through regular check-ins with Irene about her experiences with the training courses and exercises, as well as observing changes in her interactions with colleagues, project completion rates, and signs of stress levels.

We commend Irene for her dedication to her work, attention to detail, excellent communication skills, creativity in problem-solving, and commitment to project completion (as reflected in manager notes). However, we also acknowledge areas that need improvement such as collaboration with colleagues (as indicated by manager notes) – something we believe can be improved through team building exercises.

In relation to customer feedback summary for Irene Fritts – the majority have found her friendly (63%), attentive (57%), fast (53%) & helpful (53%). This reflects positively on Dunder Mifflin's core value of customer focus which emphasizes understanding their needs & providing personalized solutions while establishing long-lasting relationships based on trust & satisfaction.

This EDP aims at enhancing these strengths while addressing areas where improvement is needed so that she continues contributing positively towards achieving Dunder Mifflin's corporate objectives set for 2023 – especially relating to operational objectives like digital transformation where collaboration & workload management skills would be crucial for successful implementation within the set timeframe.