



Personal Goals

1. Describe your major performance, behaviour goals?

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2. What are the two to three biggest barriers to achieving these goals?

a. 

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b. 

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c. 

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3. What are the two to three greatest strengths that will help you to achieve these goals?

a. 

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b. 

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c. 

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4. What are your goals for the next Year, quarter or month?

a. 

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b. 

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c. 

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5. How can the manager help you to achieve these goals?

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6. Please check the box that best describes how ready you are to make changes to your performance/behaviour to achieve these goals?

- |  |   |
|--|---|
| <input type="checkbox"/> Do not believe I need to change | <input type="checkbox"/> Would like to change, but don't think that I can |
| <input type="checkbox"/> Will make changes soon          | <input type="checkbox"/> Recently started to make changes (past 6 months) |
| <input type="checkbox"/> Would like to intensity changes | <input type="checkbox"/> Made changes, but relapsed                       |

7. On the scale of 1-10, how important are these changes to you?

1, 2, 3, 4, 5, 6, 7, 8, 9, 10  
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8. On the scale of 1-10, how confident are you that you will achieve these changes?

1, 2, 3, 4, 5, 6, 7, 8, 9, 10  
■ ■ ■ ■ ■ ■ ■ ■ ■ ■



## Performance Information

9. How would you describe your (PDP)?

- Excellent       Good       Fair       Poor

10. When was the last time you have attended a training course? \_\_\_\_\_

11. What was this course about? \_\_\_\_\_

12. Did you ask for this course or did the administration at work nominate you for such course?  
\_\_\_\_\_

13. Who designs and prepares your PDP? \_\_\_\_\_

## Skills Assessment


14. What skills do you need to accomplish your job tasks?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

15. What parts of the job do you?

 Like the best

 Dislike the best

a. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

d. \_\_\_\_\_

16. Have you ever followed a modified scheme to develop an aspect of your performance?

- Yes       No

If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



17. Do you follow a specialized programme (knowledge, skill, behaviour, etc)?

- Yes       No

If yes, please describe:

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18. What activities, classes or projects can you tackle to improve your job skills?

a.

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b.

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c.

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### Behaviour Competency

19. Are you currently satisfied with your behaviour competencies?

- Yes       No

If no, please describe:

\_\_\_\_\_ too far from my expectation.

\_\_\_\_\_ not related to my job description, tasks, etc.

\_\_\_\_\_ lack of management/ supervisor support.

20. Please describe the behaviour required by your current post?

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### Knowledge Effectiveness

21. What are the top three pieces of knowledge you have gained?

a.

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b.

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c.

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22. Which method of training does your organization provide at work?

- Training with online learning
- On-the-job-training
- Coaching and mentoring
- External conference, workshops, and events

Others, please specify: \_\_\_\_\_

23. What would you like to do with your knowledge?

- Use it on a work assignment
- Share it with colleagues
- Use it to maintain my creativity

24. Have you ever transferred your knowledge?

- Yes
- No

If yes, what method did you use to make this transfer?

\_\_\_\_\_  
\_\_\_\_\_

### Other

25. Please provide any other notes regarding your performance goals:

a.

b.

c.

*Thank you for filling out the Personal Development Plan (PDP) questionnaire.  
Please save a completed copy for your personal record. You can use this copy  
to compare your progress with a questionnaire on the final day of the programme.*

