

Individual Development Plan

Date:	14/08/2020	Employee Name:	Mohsin Kashif
Pseudo	Dennis Haden	Team Manager:	Ryan Scott
Employee I.D:	APD-0121		
Designation:	Negotiation officer		
Date of Joining :	08/01/2018		

TARGET:				
<u>Last Three Months</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	
ASSIGNED	\$20,000.00	\$30,545.00	\$29,000.00	
ACHIEVED	\$5,281.70	\$1,725.00	\$4,701.00	

CURRENT MONTH PERFORMANCE:					
			ASSIGNED	ACHIEVED	
			\$30,000	\$700.00	

STRENGTHS WORKWISE	Average		
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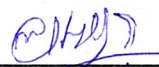
CURRENT ISSUES

Serious work effort issues, not taking timely actions on the files.
Not maintaining notes on the files nor following the instructions as directed.
Extremely slow work on potential files.
Not utilizing email templates


RECOMMENDATIONS/SOLUTIONS:

Need to follow the directions and SOP's as required and instructed and Maintain proper notes in the files.
Speed up work on potential cases utilizing every tool available(calls, fax and emails)
Need to refer training portal for help and instructions more frequently.
Utilize email templates as much as possible in order to get more responses.

Collector Signature


8/18/2020

Manager Signature


08-18-2020.