



Individual Development Plan

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

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

<u>CURRENT MONTH PERFORMANCE:</u>					
			<u>ASSIGNED</u>	<u>ACHIEVED</u>	
			\$30,000	\$700.00	

<u>STRENGTHS</u>	Average	
<u>WORKWISE</u>		

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

Manager Signature