



## INDIVIDUAL DEVELOPMENT PLAN (IDP)

Employee Name	Hafiz Mohammad Noman	Pesudo Name	Adonis Edwads
Employee ID	APD - 0201	Designation	Negotiation officer
Date of Joining	9-Mar-19	Manager Name	Charlotte Martinez
Session Date	8/25/2020	Last Session Date	8/24/2020
Last Month Target	\$28,000	Target Achieved	\$11,941

### Problem Areas:

	<i>Basic Training</i>		<i>Collections Process</i>
*	<i>File Review</i>		<i>Training Portal Use</i>
	<i>Dashboard Use</i>		<i>Calendar Use</i>
*	<i>Email Communication</i>		<i>Phone Communication</i>
	<i>Others:</i>		

### Session Summary

Assisting on emails where to send UR comply emails, Ask to request documents on every file to prepare it ASAP without wasting time. Also if ADJ not in file search by name and DOB through Eams.

### Action Items

Send UR comply emails instead of initial email and request more documents to complete the file work.

Employee Signature

08/24/2020

Manager Signature