



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	9/1/2020	Last Session Date	8/25/2020
Last Month Target	\$22,000	Target Achieved	\$12,935

Problem Areas:

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

Session Summary

As discussed need to send the bills to the BR for review so they have the bills to review and process for payment accordingly. Follow collectors review notes which you were missing and request the documents on the files.

Action Items

Send case file missing on files more also use the collector review notes and update the files with the available documents review.

Employee Signature

08/25/2020

Manager Signature