



## Individual Development Plan

Date:	12/2/2019	
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<u>Employee Name</u>	Anas Inam	<u>Team Manager:</u>	Urooj Alfred
<u>Designation:</u>	Collection Officer		
<u>Employee I.D:</u>	APD-0144		
<u>Date of Joining:</u>	11/26/2018		

<u>TARGET</u>				
	Last Three Months	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
	<u>ASSIGNED</u>	\$10,000	\$15,000.00	\$16,500
	<u>ACHIEVED</u>	\$6,516	\$1,100	\$2,000

<u>Current Month Performance:</u>				
		<u>ASSIGNED</u>	<u>ACHIEVED</u>	
		\$22,500	\$0	

<u>STRENGTHS</u>		Good	
<u>WORKWISE</u>			

<u>Current Issues:</u>
Not making efforts in right direction
Making excessive calls
Focusing on limited files

<u>Recommendations/Solutions:</u>
I have reviewed the files with him and explained him to put efforts in right direction in order to get the fruitfull results
He need to stop making calls on the same files. Dialing the same adjuster over and over again can ruin the reputation and decrease the chances of settlements
Do not repeat the Mrns daily. Work on different files which will increase the opportunity.

Collector Signature

12/2/2019

Manager Signature

12/2/2019