# Description: C:\Users\bruesc1\Desktop\logo.jpg eLEET: Electronic Laboratory Employee Enrichment Toolkit

**Personal Development Plan**

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| **Employee Information** | | | |
| Name: | | Mentor: | |
| Position: | | Manager: | |
| **What is my current state?** | | | |
| What are my strengths? | | | |
| What are my weaknesses? | | | |
| **What is my desired state?** | | | |
| What do I hope to improve or achieve? | | | |
| Why do I want to achieve it? What will it provide me? | | | |
| **How do I get there? What do I need to do?** | | | |
| What must I learn, experience, or improve to achieve my goals? | | | |
| What resources can I use? | | | |
| **Timeline** | | | |
| How can I prioritize focus areas and set a schedule for achievement? | | | |
| What time can I commit to work on my focus areas? | | | |
| **Notes** | | | |
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| **Suggestions** | | | |
| Volunteer | * Laboratory Committee (QA, Safety, NMLPW) * Department Committee (Employee Appreciation, Social Committee) | | * Food Bank * School activities |
| Take a Class | * Towards advanced degree * To improve laboratory knowledge | | * Art Class/Photography * Stress relief |