# 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
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| [ ]  Take a Class | * Towards advanced degree
* To improve laboratory knowledge
 | * Art Class/Photography
* Stress relief
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