



**PERSONAL DEVELOPMENT PLAN**

**Entered into by and between**

**THE MUNICIPALITY OF MATJHABENG**

**AS REPRESENTED BY THE MUNICIPAL MANAGER**

**T PIETERSEN**

**AND**

**THE EMPLOYEE OF THE MUNICIPALITY  
EXECUTIVE DIRECTOR:**

**PERIOD: 1 JULY 2009 – 30 JUNE 2010**

**1. PERSONAL DEVELOPMENT PLAN (PDP)**

**1.1 A Municipality should be committed to –**

- a) The continuous training and development of its employees to achieve its vision, mission and strategic objectives and empower employees; and
- b) Managing training and development within the ambit of relevant national policies and legislation.

**1.2 A Municipality should follow an integrated to Human Resources management, that is:**

- a) Human Resources development forms an integral part of human resources planning and management.
- b) In order for training and development strategy and plans to be successful, it should be based on sound Human Resources (HR) practises, such as the (strategic) HR plan, job profiles, the result of regular performance appraisals and career pathing.
- c) To ensure the necessary linkages with performance management, the Performance Management and Development System, provides for the Personal Development Plans to be included in their annual performance agreements. Such approach will also ensure the alignment of the individual performance objectives with municipality strategic objectives, and that training and development needs can be indentified through performance management and appraisal.
- d) Career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development they can acquire the necessary competencies to prepare them for future positions.
- e) Personal Development Plans are compiled for individual employees and the data collected from all the employees in the municipality, forms the basis for the Work Place Skills Plan, which municipalities are required to compile as basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

**1.3 The aim of the PDP is to identify, prioritise and implement training needs.**

**1.4 Compiling the PDP, attached as Appendix 1:**

- a) Competency assessment instruments should be established and utilised to assist with the objective assessment of employees' competencies against their job specific competency profiles and managerial competencies at a given period in time with the purpose of identifying trainings needs or gaps.
- b) Training needs should be aligned to organisation objectives and the individual's specific job (objectives and competencies) and secondly focused on individual career needs; however this needs to be position related.
- c) Next the training needs to be prioritised (1 to.....), since it may not be possible to address all the identified training needs within a specific financial year. Training needs to be addressed in a phased and prioritised basis.
- d) Consideration must be given to the expected outcomes, column 2 of Appendix 1; so that once the intervention is completed the impact can be measured against the relevant indicators.
- e) An appropriate training intervention should be identified and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in column 3, Appendix 1.
- f) Guidelines regarding the number of training days per employee and the nominations of employees: an employee should on average have at least five (5) days per financial year and not unnecessarily withdrawn from training interventions.
- g) Column 4, Appendix 1: The suggested mode of delivery refers to chosen methodology that is deemed most relevant to ensure transfer of skills. The training intervention should impact on delivery back in the work place.
- h) The suggested time frames (Column 5, Appendix 1) enables managers to effectively plan for the annum e.g. so that not all employees are away at the same time.
- i) Work opportunity provided to practise skill/development areas (Column 6, Appendix 1) further ensure internalisation of information gained as well as return on investment.
- j) Column 7, Appendix 1: Provides the employee with a support person that could act as coach or mentor with regard to the area of development.

**PERSONAL DEVELOPMENT PLAN OF .....**

**Appendix 1**

**Complied on (Date): .....**

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quality, quantity, time frames)	3. Suggested Training and/ or Development Activity	4. Suggested Mode of Delivery	5. Suggested Time Frames	6. Work Opportunity created to practice skill / development area	7. Support Person
<i>Example:</i> Appraise performance of managers	The manager will be able to enter into PM contracts with all direct reports/appraise them against set criteria with the next quarter	<ul style="list-style-type: none"> <li>• PM course (theoretical and practical)</li> <li>• Coaching in work place</li> <li>• Indicate unit standards</li> </ul>	External provider in line with unit standard, not exceeding R6000	March 09	Appraisals of managers reporting to him	Senior Manager, Training
1.						
2.						

Matjhabeng Local Municipality

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3.						
4.						
5.						
6.						

Matjhabeng Local Municipality

Thus done and signed at \_\_\_\_\_ on this the \_\_\_\_\_ day  
\_\_\_\_\_ of 2009.

**AS WITNESSES:**

- 1. \_\_\_\_\_ \_\_\_\_\_
- EMPLOYEE**
- 2. \_\_\_\_\_

Thus done and signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of  
\_\_\_\_\_ 2009.

**AS WITNESSES:**

- 1. \_\_\_\_\_ \_\_\_\_\_
- MUNICIPAL MANAGER**
- 2. \_\_\_\_\_