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| 1. Specific area for refinement or development: | | Current Proficiency Level: | | Desired/Required Level: | |
| What my performance will look like once I’ve reached the desired/required proficiency level: | | Learning Activity | | | |
| What support do I need from my manager/team lead: | | Activity Start Date | Target Activity End Date | | Actual Activity End Date |
| What I am discovering | | What I am trying that is new | | | |
| Initial results | | Conversation with manager/ team lead (include date) | | | |
| Practice new skill | Feedback from manager/ team lead (date) | Results after additional practice | | Conversation with manager /team lead (date) | |
| Comments/Next steps: | | | | | |

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| Competency | Date |

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**Creating the pathway to your potential**