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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**