**Staff Development Plan**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position / Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: 10-03-2025**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Start Date | End Date | Comment | Responsible Person |
|  | 00 /00/ 2025 | 00 /00/ 2025 |  | Manager of TQTI Institute |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Start & End Date might be expected due to the requirement of interested parties as Ministry of Labor & business requirement & other requirement.

|  |  |
| --- | --- |
| **Signature of Responsible Person** | **Signature of Employee** |
|  |  |