**Staff Development Plan**

* **Name:** BUTHAINA ALFARSI
* **Department:** Admin
* **Position / Role:** Reception Clerk
* **Date:** 01/07/2025

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| --- | --- | --- | --- | --- |
| Activity | Start Date | End Date | Comment | Responsible Person |
| FIRST AID AHA | 01/01/2026 | 01/07/2026 |  | Manager of TQTI Institute |
| ENGLISH COURSE | 01/01/2026 | 01/07/2026 |  |
| IT OFFICE | 01/01/2026 | 01/07/2026 |  |
| HUMAN RESOURCES | 01/11/2025 | 01/07/2026 |  |

* 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** |
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