**Staff Development Plan**

* **Name:** ADNAN ANEES
* **Department:** Admin
* **Position / Role:** Calculators Maintenance Electronic
* **Date:** 01/07/2025

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Start Date | End Date | Comment | Responsible Person |
| FIRST AID AHA | 01/01/2026 | 01/07/2026 |  | Manager of TQTI Institute |
| SALES AND MARKETING | 01/01/2026 | 01/07/2026 |  |
| IT OFFICE | 01/01/2026 | 01/7/2026 |  |
| CUSTOMER SERVICE | 01/03/2026 | 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** |