[Insert organisation name/logo]

# EMPLOYEE WORK PLAN TEMPLATE

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| **Employee’s name** |  | **Version’s date** |  |
| **Supervisor’s name** |  | | |

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| **Key role tasks and duties** *(insert key task, duties and responsibilities as outlined in the position description)* | | | | | | |
| **Area of work** | **Task** | | **Detail** | | **Status** | **Timeframe** |
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| **Meeting attendance** *(insert meetings attended representing the organisation)* | | | | | | | |
| **Meeting** | | **Role** | | **Notes** | | | |
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| **Professional development** *(insert current professional development activities including training, workshops and other events)* | | |
| **Name and brief description** | **Date** | **Notes** |
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| **Achievements** *(insert recent achievements in the role)* |
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| **Leave** *(insert scheduled leave)* | | |
| **Date** | **Type of leave** | **Form submitted**  **(Yes/No)** |
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| **Issues** *(insert any issues that might be affecting your performance in the role)* | | |
| **Name and brief description** | **Date** | **Notes** |
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| **Feedback from direct supervisor** *(insert meeting feedback from direct supervisor)* |
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