



# Equal Education For All

Non-Profit Association in Vang Vieng, Laos.

## PERSONAL DEVELOPMENT PLAN

- EEFA Employee -

### 1 - GENERAL DATA

#### 0.1 - Identity of the EEFA Member:

First Name		Family Name	
LAO:	ENG:	LAO:	ENG:
Date of Birth	Place of Birth	Gender	Ethnicity
Village	Marital Status	Children	EEFA member since

#### 0.2 - History with EEFA:

Start Date	End Date	Description	Comment

#### 0.3 - Key motivators ("Sweet Spot" approach):

Origin	Motivator	Description
Employee	passion/joy/needs	
Employee	skills/talents	
EEFA	needs/opportunities	

#### 0.4 - PDP timeline overview:

Date of last review	Date of present review to enter in EEFA Google Calendar	Date of next review to be set in EEFA Google Calendar

## 2 - JOB DESCRIPTION & PROSPECTS

### OFFICIAL DESCRIPTION OF THE JOB

<b>Position</b>	
<b>Main Task 1</b>	
<b>Main Task 2</b>	
<b>Main Task 3</b>	

### CURRENT ADDITIONAL ACHIEVEMENTS (if applicable)

<b>1</b>	
<b>2</b>	
<b>3</b>	





### EXPECTATIONS REGARDING THE EMPLOYEE'S DEVELOPMENT (if applicable)

<b>1</b>	
<b>2</b>	
<b>3</b>	





### 3 - EMPLOYEE'S SATISFACTION

PAGE 1/3 - BASIC NEEDS (MASLOW 1, 2 & 3)							
DOMAIN		RATING					COMMENT
				0			
<b>physiological needs</b>	quantity & quality of the food						
	sleeping & resting on site						
	showers & toilets						
<b>safety needs</b>	general safety of the facilities						
	work safety						
	interpersonal / social safety						
<b>belonging &amp; love needs</b>	community life						
	intercultural exchange						
	(new) friendships						

**PAGE 2/3 - HIGHER NEEDS (MASLOW 4)**

DOMAIN		RATING					COMMENT
				0			
esteem needs	I am regularly & well informed						
	I fully understand my work contract						
	I can express myself freely						
	I can participate to decisions						
	my ideas are respected						
	my ideas are implemented						
	my boss is polite and respectful						
	my co-workers are polite & respectful						
	the work atmosphere is pleasant						





**PAGE 3/3 - HIGHER NEEDS (MASLOW 5)**

DOMAIN		RATING					COMMENT
				0			
self-actualisation	I understand the mission of the association						
	I understand the usefulness of my work						
	I am proud of my work and workplace						
	I live according to my moral principles						
	I learn something meaningful						
	my development needs are fulfilled						
	I can fully use my potential						
	my private life is respected & supported						

## 4 - EMPLOYER'S SATISFACTION

PAGE 1/2 - GENERAL WORK ATTITUDE							
DOMAIN		RATING					COMMENT
		☹ ☹	☹	0	☺	☺ ☺	
<b>general behaviour</b>	punctuality & presence						
	appearance						
	politeness & comm. skills						
<b>technical skills</b>	quality of technical work						
	quantity of work						
	flexibility/ variety of skills						
<b>involvement</b>	participation to community life						
	availability & helpfulness						
	identification with the association						

**PAGE 2/2 - INITIATIVE & DEVELOPMENT**

DOMAIN		RATING					COMMENT
				0			
<b>initiative &amp; responsibility in the care, maintenance &amp; attractiveness of the site</b>	active identification of needs						
	undertaking of own measures						
	effectiveness of the measures						
<b>constructive contribution to the improvement of policies, daily practices &amp; work processes</b>	methodical identification of needs						
	organisation of decisions & measures						
	effectiveness of the measures						
<b>building of own capacities</b>	existence of potential for development						
	participation to capacity building						
	effective use of new capacities						

## 5 – MEASURES FOR THE EMPLOYEE’S DEVELOPMENT

MEASURE ID	GOAL	DESCRIPTION OF THE MEASURE
<b>Triggered by the Employee</b>	<b>1</b>	
	<b>2</b>	
	<b>3</b>	
	<b>4</b>	
	<b>5</b>	
<b>Triggered by the Employer</b>	<b>6</b>	
	<b>7</b>	
	<b>8</b>	
	<b>9</b>	
	<b>10</b>	