



SECRETARIAL & I.S. TECHNICIAN ANNUAL GROWTH PLAN

INSTRUCTIONS:

1. TO BE COMPLETED ANNUALLY
2. PARTS "A", "B" AND "C" ARE COMPLETED BY EMPLOYEE AND REVIEWED WITH PRINCIPAL/SUPERVISOR
3. PART "D" IS COMPLETED BY PRINCIPAL/SUPERVISOR AND REVIEWED WITH THE EMPLOYEE.

NAME: _____ DATE: _____

A – Specific Areas for Growth

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B – Growth Strategies & Resources

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C – Target Dates for Completion

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D – Overall Review and Suggestions

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Signature of Employee

Date

Signature of Principal/Supervisor

Date