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| Rover Personal Development Plan 2011-12Name: Jennifer Smith Date: Oct 16, 2011 (Revised January 9, 2012) |
| What’s on my plate?  * Work at Libra National Inc. Quality Control & Assurance. Set up QA department and get company SQF2000 certified. * Department head of Income & iProj * Mentor of Nicole Lobo, Eric Chiu and Vincent Yang * Venture Advisor for 4th NV Burnaby Scout Group * Leaders recruitment coordinator for 4th NV Burnaby Scout Group * Family, boyfriend and friends |
| Relevant Discussion & Insights with my Mentor  * Get organized * Discipline – especially at work when no targets have been set. Set own target and get President’s agreement * Mental toughness * Sponsoring amount in Sponsorship package is too low * Set monthly target for team members and provide timely performance feedback * Keep track of time * Don’t limit self in food industry |
| My S.M.A.R.T. Objectives **Personal**   Goals: Improve and maintain health  Objective:  1) Exercise at least 20min three times a week  2) Sleep before 12 at least 5 times a week  3) Eat a fruit and drink at least 1L of water every day  **Work**  Goals: Stay focus at work and help company to achieve SQF2000 certification and have department set up by August 31st, 2012  Objective:  1) ~~Interview the President on Business Plan before Dec 31, 2011~~  2) Get to work before 8:30am everyday  3) ~~Set time aside to do scout work, i.e. before 9am, lunch time, 30min after end of work day~~ Limit time spent on scout work to 30 minutes maximum per day  4) Set target for own project and report to ~~plant manager~~ President / operation manager weekly ~~and President monthly starting November 2011~~  5) Set to-do’s for the next day every day before work ends and review progress weekly ~~quarterly~~  6) Create a concrete plan by Apr 1st to set up the QA department with consultant and the president  **Scouts**  Goals: Meet KPIs in the Rover Crew business plan for my department and grow the 4th Northview Venture Company  Objective:  1) ~~Develop detail a plan to fundraise $20,000 by Aug 2012 and present result at the quarterly review meetings   2) Complete detail iProj project plan before Oct 30 2011 to ensure successful execution on iProj 2012~~   3) Recruit 3 leaders for the 4th Northview Venture Company by Aug 31, 2012  **Soft skills**  Goals: Be more firm, tough and hold accountable to the set deadlines  Objective:  1) Deadlines set for self and by team members are met for 80% of the time  2) Any overdue items must be completed within 3 days  3) Follow up with team members at least once a week  4) Confront peers within 2 days when problems arise |
| Signatures **Jennifer Smith** 2011-10-16  2011-10-16  Mentee Mentor |

