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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
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| 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
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| 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 |

