# Persoonlijk ontwikkelingsplan

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| Datum: |  |

# Persoonlijke gegevens

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| Naam: |  |
| Geboortedatum: |  |
| Bedrijf: |  |
| Huidige functie: |  |
| Afdeling: |  |
| Datum in dienst: |  |
| Vervult functie sinds: |  |

# Genoten opleidingen

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| **Instituut** | **Opleiding** | **Diploma** | **Periode** |
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# Gevolgde cursussen

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| **Instituut** | **Cursus** | **Diploma** | **Periode** |
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# Werkervaring

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| --- | --- | --- |
| **Organisatie** | **Functie** | **Periode** |
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# Taken huidige functie

|  |  |
| --- | --- |
| **Taak** | **Aandachtspunt** |
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# Nieuwe taken / veranderingen op korte termijn

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| **Taak / verandering** | **Aandachtspunt** |
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# Verworven vaardigheden en competenties binnen en buiten het werk

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| **Vaardigheid / competentie** | **Verworven d.m.v:** | **Wil ik:** | |
| **meer inzetten in werk** | **verder ontwikkelen** |
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# Leerpunten

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| **Leerpunt** | **Ontwikkelen ja / nee** | **Aandachtspunt** |
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# Opleidingswensen

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| --- | --- | --- | --- |
|  | **Opleiding** | | **Inplannen ja / nee** |
| **Intern** | **Extern** |
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# Aandachtspunten

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| **Aandachtspunt** | **Taak / functie** | **Oplossing** | | **Inplannen ja / nee** |
| **Intern** | **Extern** |
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# Opleidingsplan

# Intern opleidingsplan

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| **Aandachtspunt** | **Coach / begeleidende collega** | **Periode** |
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# Extern opleidingsplan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Aandachtspunt** | **Opleiding / cursus** | **Instituut** | **Kosten** | **Bijdrage werkgever** | **Opleidingsduur** |
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# Gegevens opleidingsinstituten

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| --- | --- | --- | --- | --- |
| **Naam** | **Adres** | **Plaats** | **Telefoon** | **Website** |
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# Evaluatie

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| --- | --- | --- | --- | --- |
| **Leerpunt / opleiding** | **Volbracht** | **Reden** | **Resultaat** | **Vervolgafspraak** |
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| Naam medewerker |  | Datum |  | Handtekening |

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| Naam leidinggevende |  | Datum |  | Handtekening |