TOOL

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| Personal development plan: |
| No. | **Topics** | **Measures** | **Date** |
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| Personal development plan: Example and tool |
| Background: A banking graduate changes companies and takes over a small team in business customer sales as a manager. The personal development plan for the first hundred days is intended to ensure an effective start. |
| No. | **Topics** | **Measures** | **Date** |
| 1. | Customers and industries | * Getting to know the most important key accounts: personal introduction, customer history.
* Updating the development strategy for business customers
 | 30.09. |
| 2. | Personal exchange with managers and employees | * Personal meeting of all managers and key employees (informal, e.g. lunch.)
* Regular individual appointments with direct employees (from 30.06.)
* Weekly jour fixe with your own superior (from now on) and the most important interface managers (in the first two months)
 | 31.12. |
| 3. | (Management) systems | * Mastering the sales software and all internal systems
* Getting to know the management processes and systems (target agreement, appraisal interview, budgeting.)
 | 31.08. |
| 4. | Sparring and personal exchange | * Regular discussions with your personal sparring partner
* Usage of the bank's internal exchange network and personnel development
 | 31.12. |
| 5. | ...... | * ….
* ….
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