



## **Annexure B**

# **PERSONAL DEVELOPMENT PLAN (PDP)**

**2026/27**

**MADE AND ENTERED INTO BY  
AND BETWEEN:**

**GREATER TZANEEN  
MUNICIPALITY**

**AS REPRESENTED BY THE  
ACTING MUNICIPAL MANAGER**

**FREEDOM MTHETWA**

**AND**

**HULISANI OLGA  
MUNZHELELE**

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## COMPILING THE PERSONAL DEVELOPMENT PLAN

A manager, in consultation with his / her employee is to compile a Personal Development Plan. The PDP has 7 columns that need to be completed. An example is attached as Appendix A.

### Column 1: Skills/Performance GAP

| 1. Skills / Performance Gap<br>(in order of priority) | 2. Outcomes Expected<br>(measurable indicators: quantity, quality and time frames)                                                                                      | 3. Suggested training and / or development activity                                                                          | 4. Suggested mode of delivery                                                      | 5. Suggested Time Frames | 6. Work opportunity created to practice skill / development area | 7. Support Person           |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------|-----------------------------|
| E.g.<br>1. Appraise Performance of Managers           | The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames | A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?] | External provider, in line with identified unit standard and not exceeding R 6 000 | March 200...             | Appraisal of managers reporting to him / her                     | Senior Manager: Training/HR |

(a) The identified training needs should be entered into column one. The following should be taken into consideration:

#### Organisational needs

Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.

The competency requirements of individual jobs. The relevant job requirements (job competency profile) as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps. Specific competency gaps as identified during the probation period and performance appraisal of the employee.

Individual training needs that are job / career related.

Prioritisation of the training needs [1 to ...] in column 1 should also be determined since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis. This implies that all these needs should be prioritized for purposes of accommodating critical / strategic training and development needs in the HR Plan, Personal Development Plans and the Workplace Skills Plan.

### Column 2: Outcomes Expected

| 1. Skills / Performance Gap<br>(in order of priority) | 2. Outcomes Expected<br>(measurable indicators: quantity, quality and time frames)                                                                                      | 3. Suggested training and / or development activity                                                                          | 4. Suggested mode of delivery                                                      | 5. Suggested Time Frames | 6. Work opportunity created to practice skill / development area | 7. Support Person           |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------|-----------------------------|
| E.g.<br>1. Appraise Performance of Managers           | The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames | A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?] | External provider, in line with identified unit standard and not exceeding R 6 000 | March 200...             | Appraisal of managers reporting to him / her                     | Senior Manager: Training/HR |

Consideration must be given to the outcomes expected in column 2 so that once the intervention is completed the impact it had can be measured against relevant output indicators.

### **3. Column 3: Suggested Training**

Training needs must be identified with due regard to cost effectiveness and listed in column 3.

### **4. Column 4: Suggested mode of delivery**

The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills. Mode of delivery consists of, amongst others, self-study, internal or external training provision; coaching and / or mentoring and exchange programmes. Training must be conducted either in line with a recognised qualification from a tertiary institution or unit standards registered on the National Qualifications Framework (South African Qualifications Authority), which could enable the trainee to obtain recognition towards a qualification for training undertaken. It is important to determine within the municipality whether unit standards have been developed with regard to a specific outcome (and registered with the South African Qualifications Authority). Unit standards usually have measurable assessment criteria to determine achieved competency.

### **5. Column 5: Suggested Time Lines**

An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions. The suggested time frames enable managers to effectively plan for the annum e.g. so that not all their employees are away from work within the same period and also ensuring that the PDP is implemented systematically.

### **6. Column 6: Work opportunity created to practice skill / development area**

This further ensures internalisation of information gained as well as return on investment (not just a nice to have skill but a necessary to have skill that is used in the workplace).

### **7. Column 7: Support Person**

This identifies a support person that could act as coach or mentor with regard to the area of learning for the employee.

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Personal development action plan for 2026/27:

| Skills Performance Gap (In order of priority) | Outcomes Expected                                                                                                                                                           | Suggested Training/ Development Activity | Suggested Mode of Delivery            | Suggested Time Frames | Work opportunity created to practice skill / development area                   | Support Person                |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|-----------------------|---------------------------------------------------------------------------------|-------------------------------|
| Master in Public Administration               | To apply best practices and to solve complex problems. It will assist in improving leadership skills and management of the department and to work better with the community | Executive Leadership                     | Accredited external service provider. | January 2027          | It will assist in improving leadership skills and management of the department. | Director : Corporate Services |
|                                               |                                                                                                                                                                             |                                          |                                       |                       |                                                                                 |                               |
|                                               |                                                                                                                                                                             |                                          |                                       |                       |                                                                                 |                               |

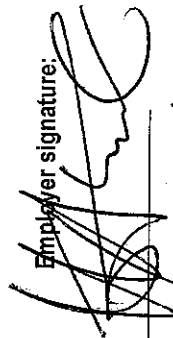
Employee Signature:



Date:

23/07/2026

Employer signature:



Date:

23/07/2026