	in time.	opment Planner – CPD Planner, helps to o	obtain necessary skills and knowle	dge that is required f	or performing best for your role, to	ensure that you achieve your goal	S
MY	GOAL						
	To earn profits of Rs.2,00,0 give references.	00 per month from January 2016 by sellinຸ	g premium websites using online n	narketing and referra	ls, through current and past inquir	les and requesting existing clients to	5
MY	ROLE						
	Executive Officer / Manager	In Charge					
	Responsibilities	Technical Skills Required	How to Achieve	Time Line	Inter-personal Skills required	How to Achieve	Tin
	List your responsibilities in this role	What are the Technical / Tools related skills required	How can you acquire this skill?	By when or How?	What are the human-behavior related skills required	How can you acquire this skill?	By w How
1	Manage team members	Project Management Skills	Learn PMS Tools	5 <sup>th</sup> January 2016	Communication	Read articles online	Daily
		English Speaking	Join English Speaking class	1 <sup>st</sup> January 2016	Decision Making	Read articles online	Daily
		Microsoft Excel – advance level	Join training/ class	14 <sup>th</sup> January 2016	Team Motivation	Get guidance from Mentor	Imme
Mis	sing Links						
		Take step-by-step approach to do small things EVERY DAY, instead of trying to do everything immediately.					
		Practice every step every day for some t	ime				