

Skill Development Checklist Template

Total Count

12





Checked %

67%

ierial No.	Checklist Item	Description	Responsible Person	Deadline	Remarks	Status
1	Attend workshop	Participate in industry-related workshop	John Doe	15-Jan-24	Materials prepared	
2	Complete online course	Finish the course on project management	Alice Johnson	30-Feb-24	Enrolled	4
3	Team meeting participation	Engage in monthly team strategy meeting	Mike Brown	5-Mar-24	Agenda ser	1
4	Read recommended book	Read 'Effective Communication'	Garot Smith	1-Apr-24	Book purchased	1
. 5	Practice new skills	Practice negotiation techniques	Evan Wright	20-May-24	Practice sessions scheduled	4
6	Prepare presentation	Prepare a presentation on market trends	Diana Prince	15-Jun-24	Stides ready	1
7	Attend seminar	Attend sominar on leadership	Sob White	18-160-24	Registration complete	
8	Participate in group discussion	Engage in a discussion on new technologies	Nancy Grey	3-Aug-24	Discussion points tisted	
. 9	Complete project work	Complete the assigned group project	Chris Green	1-Sep-24	Project outlined	*
30	Submit feedback	Submit feedback on training session	Janet Black	20-Oct-24	Feedback form created	1
11	Update skill journal	Daily update of learned skills and experiences.	Mona Blue	15-Nov-24	Journal setup	
12	Review progress	Monthly review of skill improvement	Tony Stark	50-Dec-24	Review format decided	1

Skill Check Professional Excel 20answers

Xiang Xie

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