

# DCET Personal Development Plan

**Dear: Employee - Subcontractor- Volunteer - Board Member**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***WELCOME to DCET! In order to accept your partnership and work together in fulfilling DCET's mission, we request that you follow these important guidelines:***

## **Technical Skills**

1. Strive to be the best DCET representative. Don't settle for the minimum service. Take control of your career at DCET. You can be as good as you want to be and reach higher goals everyday.
2. Take ownership of your work. Be 100% accurate and legible on whatever work has been assigned to you. Use your computer with respect understanding that it is to serve our clients and not for personal use. Do a "self-check" on all of your work before turning them in a timely manner. If you can't read it, who else can? Work well to limit your grammatical errors.

## **Communication/Interpersonal Skills**

1. When given the opportunity, exceed our students, fellow-workers and supervisors' expectations at all times (especially the founder of DCET, the President and Directors of our company). Do everything you can to please our students, suppliers and partners and fellow workers and make sure that they are well served and happy. You have the power!!!
2. Develop and maintain a good relationship and open lines of communication with everybody and myself. If something seems to be unclear to you, then ask. Strive for accuracy. If an interpersonal conflict arises, tell me or confront that person in private (not in front of everybody). Be proactive (and not reactive) in solving problems and identifying solutions.
3. Participate in the staff meetings and actively listen, giving feedback, and taking notes. Help create a positive atmosphere with your positive attitude. Do not say anything negative or criticize anybody including your supervisor. If you have a constructive criticism, expose it, with a positive solution related. Please deal with kindness and respect. All constructive criticisms will be handled first in private and discussed before. If you need for DCET to include any topic in the staff meeting's agenda, please let us know at least 5 days before the meeting, not later than 3pm before Tuesday.

## **Self -Management Skills**

- Strive to develop good work habits. Concentrate on being a reliable and dependable representative of DCET. Be always on time. You're a very important part of our corporation and you need to be here on time every day. Arriving on time is arriving 15 minutes earlier, arriving at the time is arriving late, and arriving late is unacceptable!
- Manage your time and work at maximum productivity levels at all times (especially when I am not personally at the Learning Centers). Don't ever stand idle. If you need to take a break (you get a: 30 minute lunch break and one :15 minute break 3 hours 3 hours before you check out time.) Take your break outside or in a private area and rest. Increase your integrity by respecting the corporation's inventory and use it only for business' purpose. Personal calls can take place during your breaks, not while on duty. Do not waste time at work. Limit personal phone calls and chatter in the office.
- Do not abuse of accessing to the Internet for personal matters. You will be given an electronic e-mail address and password. Only DCET business matters are to be handled through this address. You cannot download teaching curricula, instructional material or any other material which is copy written.
- Use your computer for business matters and not for personal business. Take care of it and do it on a regular weekly basis. Maintenance include" scandisk, defragment hard drive, and clean disk. If you don't know how to do these functions, we will train you.
- Please always fill a Progress Report at the end of your working shift.

*Thank you for taking the time to read these guidelines; if you accept to follow them along with your job description, you are abiding to these regulations. Please dear partner, make your business relationship at DCET your own personal principles of conduct and ethics. These are principles in which I follow and expect the same from all persons who are part of this Corporation.*

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**Reviewed by: Elvia Wallace-Martinez**  
**Executive Director and Founder of DCET/Believe in Yourself, Inc.**

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**Signed by:**

Date: \_\_\_\_\_

Irving, Texas