

management **talent** exchange program

WORK PLAN

This form is to be completed by MTEP host manager and participant. The work plan should be completed during the first week of the assignment, signed by the host manager and participant, and then sent to the MTEP Program Coordinator.

Host Manager	
MTEP Participant	

Host Organization/Department	
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Part I: Assignment Overview

to be completed by host manager

MTEP Assignment Title:

Brief Project Description and Background:

Anticipated MTEP Deliverables:

- 1.
- 2.
- 3.
- 4.

Suggested Scope:

Key Stakeholders:

Internal Support Contacts & MTEP Buddy:

Part II: Assignment Anticipation

to be completed by participant

What do you want to learn?

What skills and competencies do you anticipate learning/improving on during your assignment?

How can your host supervisor assist you with your new job responsibilities? What kind of support do you need?

Please list any other activities or experiences that you would like to have during your exchange.

Sign, or check the box and type your name

Participant Signature

Date

Supervisor's Signature

Date