

Weekly Progress Report

The **weekly progress report** provides a concise overview of an employee's accomplishments, challenges, and development areas during the week. It facilitates effective communication between employees and managers, ensuring alignment on goals and expectations. Regular updates help identify performance trends and support timely feedback for continuous improvement.

Employee Information

- **Name:** _____
- **Position/Title:** _____
- **Department:** _____
- **Reporting Period:** [Start Date] – [End Date]

Accomplishments

- [Briefly describe completed tasks, achieved targets, or milestones]
- [Highlight any special contributions or initiatives]
- [Mention resolved issues or improvements made]

Challenges Faced

- [Summarize difficulties encountered during the week]
- [List any persisting obstacles that need attention]

Development Areas

- [Identify skills or knowledge to improve]
- [Propose training or resources required]
- [Outline support needed from management]

Goals for Next Week

- [List key tasks or objectives for the upcoming week]
- [Mention strategies to overcome current challenges]

Additional Comments

[Any other remarks or feedback from the employee]

Employee Signature: _____ **Date:** _____

Manager Review/Comments: _____