

## Development Plan - Professional Development – The Bottom Line

**Every employee is expected to improve their performance and capability year after year; development is the improvement in the capability of the employee to perform in their current job and their potential to perform future roles.**

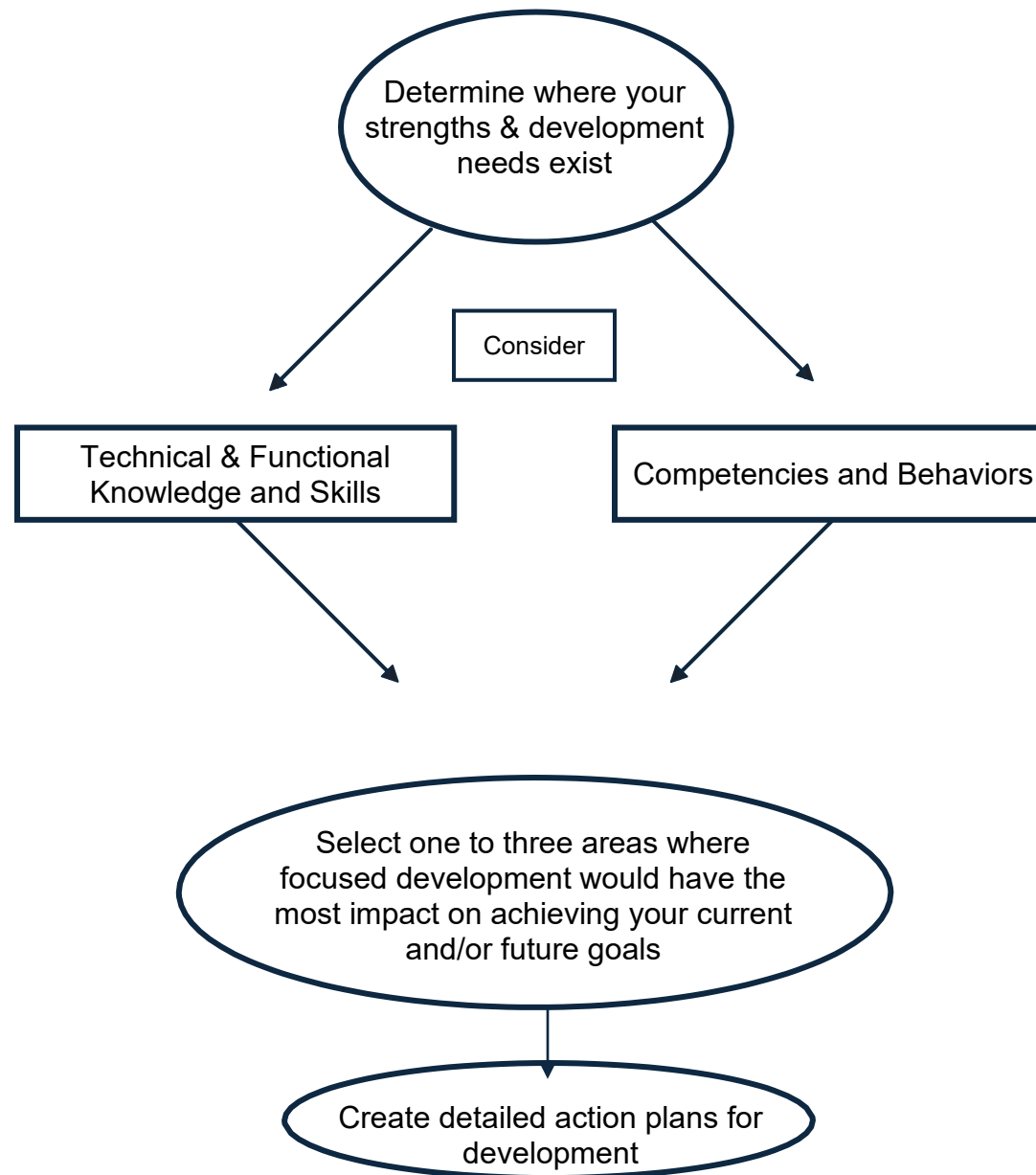
Development is about learning new skills and knowledge and the ability to apply it effectively in the workplace.

### **What's in it for you?**

- Better able to successfully achieve your goals
- Gratification from striving to be your best
- Opportunity to expand skills and experience for future career growth

*This document is a template for use. Research shows that the more planning and details you build into a development plan, the more likely you will stick to the plan and change for the better!*

## Steps in the development planning process



## Determining where to focus your 12-month development efforts

*Where will development provide you with the greatest impact for your success?*

- Consider the technical and functional knowledge and skills required for your success
- Recall prior feedback (previous performance reviews, 360-degree feedback, peer feedback, etc.) and start with the courses that will address those areas
- Determine where focused development would have the greatest impact on your ability to achieve your objectives successfully
- In addition to your annual goals/objectives, consider your career/growth goals in determining which competencies would be most impactful if developed.
- Select from one to three areas that will be most beneficial for your development (e.g., leveraging a strength, strengthening a proficiency, or neutralizing a weakness) and list them in the table below. Indicate with a check mark whether it is a strength, proficiency, or weakness.
- Review the below with your manager and sign-off that these will be the focus areas for the next 12 months.
- Development activities should include a combination of: 1) 35% coaching, 2) 55% experiential (on-the-job) learning, and 3) 10% course attendance with an action plan to put skills into practice.

*I will see the greatest impact on my success by focusing development in the following areas:*

Competency/Behavior	Strength to <i>Leverage</i>	Proficiency to <i>Strengthen</i>	Weakness to <i>Neutralize</i>
1.			
2.			
3.			

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

### Development Action Plan – Goal 1

**Employee  
Name:**

**Leader  
Name:**

**Competency/Behavior  
of Focus:**

**Development Goal 1: What do you want to change? What will result from this change? What would success look like?**

I will improve \_\_\_\_\_ so that \_\_\_\_\_

I will know that I have been successful when \_\_\_\_\_

<b>Tasks/Activities/Course</b> <i>What specific tasks/activities will you do to help reach your goal?</i>	<b>Target Dates</b> <i>When will you start/stop and</i>	<b>Support Needed/Barriers To Overcome</b> <i>What help will you need and from whom? What barriers will you likely face?</i>
1.		
2.		
3.		
4.		
5.		

Review your progress with your leader/mentor every 90 days.

<b>Quarterly Update</b>	<b>Progress toward goal</b>	<b>Your Initials &amp; Date</b>	<b>Leader's Initials &amp; Date</b>
Update 1			
Update 2			
Update 3			
Update 4			

### Development Action Plan – Goal 2

**Employee  
Name:**

**Leader  
Name:**

**Competency/Behavior  
of Focus:**

**Development Goal 2: What do you want to change? What will result from this change? What would success look like?**

I will improve \_\_\_\_\_ so that \_\_\_\_\_

I will know that I have been successful when \_\_\_\_\_

<b>Tasks/Activities/Course</b> <i>What specific tasks/activities will you do to help reach your goal?</i>	<b>Target Dates</b> <i>When will you start/stop and complete each action?</i>	<b>Support Needed/Barriers To Overcome</b> <i>What help will you need and from whom? What barriers will you likely face?</i>
1.		
2.		
3.		
4.		
5.		

Review your progress with your leader/mentor every 90 days.

<b>Quarterly Update</b>	<b>Progress toward goal</b>	<b>Your Initials &amp; Date</b>	<b>Leader's Initials &amp; Date</b>
Update 1			
Update 2			
Update 3			
Update 4			

### Development Action Plan – Goal 3

**Employee  
Name:**

**Leader  
Name:**

**Competency/Behavior  
of Focus:**

**Development Goal 3: What do you want to change? What will result from this change? What would success look like?**

I will improve \_\_\_\_\_ so that \_\_\_\_\_

I will know that I have been successful when \_\_\_\_\_

<b>Tasks/Activities/Course</b> <i>What specific tasks/activities will you do to help reach your goal?</i>	<b>Target Dates</b> <i>When will you start/stop and complete each action?</i>	<b>Support Needed/Barriers To Overcome</b> <i>What help will you need and from whom? What barriers will you likely face?</i>
1.		
2.		
3.		
4.		
5.		

Review your progress with your leader/mentor every 90 days.

<b>Quarterly Update</b>	<b>Progress toward goal</b>	<b>Your Initials &amp; Date</b>	<b>Leader's Initials &amp; Date</b>
Update 1			
Update 2			
Update 3			
Update 4			

Professional Goals

Short-Term Goals (1 – 3 years):

---

---

---

Midrange Goals (5 - 6 years):

---

---

---

Long-Term Goals (10 years):

---

---

---