

**Employee Development Plan**

|  |  |  |
| --- | --- | --- |
| Employee: |  | Role Title: |
| Department |  | Date: |
| Supervisor: |  | Evaluation Period: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Training and Development Goal** | **Competencies/Skills To be Acquired** | **Employee Action Steps** | **Resources Needed** | **Timeframe** | |
|  | What specific workshops, seminars, mentoring, continuing education, etc. is needed? | What specific competencies/skills of the employee will be enhanced by completing the goal? | What specific steps must the employee take to acquire the competency or skill? | Money, Time, Staff, etc. | Start | Complete |
| **Short-Range**  Critical development needs for present position (1 year) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Mid-Range**  Important for growth within present or future position  (2 years) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Long-Range**  Helpful for achieving future career goals  (3+ years) |  |  |  |  |  |  |

**Performance Components and Objectives**

Top of Form