

Employee Development Plan

Employee Name: _____ Position Title: _____ Date Developed: _____ Date Last Revised: _____

A. Key objectives and core competencies

<p><u>List top 3-5 business objectives for this year:</u></p> <ol style="list-style-type: none"> 1. 2. 3. 	<p><u>List <u>core competencies</u> for position:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1.</td> <td style="width: 50%;">4.</td> </tr> <tr> <td>2.</td> <td>5.</td> </tr> <tr> <td>3.</td> <td>6.</td> </tr> </table>	1.	4.	2.	5.	3.	6.
1.	4.						
2.	5.						
3.	6.						

B. Competency gaps and action plan

List top 2-3 <u>core competencies</u> that need development	List <u>key gaps</u> for each <u>core competency</u>	Briefly state <u>how you will close each gap</u>	Target completion date	Status R/Y/G
1.	1.	1.		
2.	2.	2.		
3.	3.	3.		

C. Comments/Notes – to be noted during Manager & Employee progress review of development plan

Status: Green – completed; Yellow – incomplete/plan in place to achieve objective; Red – not achieved/no plan in place

Manager's Name: _____ Signature: _____ Date Reviewed: _____