

# Sample Employee Development Plan

Employee Name: J. Citizen Position Title: HR Analyst Date Developed: \_\_\_\_\_ Date Last Revised: \_\_\_\_\_

## A. Key objectives and core competencies

<u>List top 3-5 business objectives for this year:</u> 1. Implement revised employee development system 2. Provide organization development support 3. Reduce employee turnover by 5%	<u>List <u>core competencies</u> for position:</u> 1. Employee Development      4. Communication 2. Recruitment                      5. Conflict Management 3. Organization Development    6. Grievance Management
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## 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. Employee Dev.	1. Succession Plng.	1. Participate in succession planning reviews in sister company to learn about process		G
2. Grievance Mgmt.	2. Elevation Process	2. Attend refresher training. Develop draft process. Pilot draft process and review.		Y
3.	3.	3.		

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

Succession Planning – good progress made on understanding process. Next step is to improve working knowledge of process by implementing it. Keep in close contact with mentor from sister company for advice and direction. Elevation Process – refresher training attended but was inadequate. Plan in place to get assistance from HR Manager.
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Status: Green – completed; Yellow – incomplete/plan in place to achieve objective; Red – not achieved/no plan in place

Manager's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_