

Employee Development *Plan*

Employee:

Title:

Manager:

Date:

	Training & Development Goal	Competencies/ Skills To be Acquired	Employee Action Steps	Resources Needed	Timeframe	Status
	What specific workshops, seminars, mentoring, continuing education, etc. is needed?	What specific competencies/skills of the employee will be enhanced in completing the goal?	What specific steps to take to acquire the competency or skill?	Money, time, staff, etc.	Start	Complete
Short-Range <i>Critical development needs for present position (1 year)</i>						
Mid-Range <i>Important for growth within present or future position (2 years)</i>						

CAREER *insight* STUDIO

	Training & Development Goal	Competencies/ Skills To be Acquired	Employee Action Steps	Resources Needed	Timeframe	Status
Long-Range Helpful for achieving future career goals (3+ years)						