

EMPLOYEE DEVELOPMENT PLAN

Employee Name:	[Employee Name]
Date:	[Today's Date]
Current Title:	[Job Title]
Manager:	[Manager Name]
Current Strengths:	[List of Current Strengths] <ul style="list-style-type: none"> • Strength #1 • Strength #2 • Strength #3 • Strength #4 • Strength #5
Development Needs:	[List of Development Needs] <ul style="list-style-type: none"> • Need #1 • Need #2 • Need #3 • Need #4 • Need #5
Professional Goals:	[List of Professional Goals] <ul style="list-style-type: none"> • Goal #1 • Goal #2 • Goal #3 • Goal #4 • Goal #5
Step 1:	Step 1: [Timeline for Step 1]: [Actionable steps toward completion of goal] <ul style="list-style-type: none"> • •
Step 2:	Step 2: [Timeline for Step 2]: [Actionable steps toward completion of goal] <ul style="list-style-type: none"> • •
Step 3:	Step 3: [Timeline for Step 3]: [Actionable steps toward completion of goal] <ul style="list-style-type: none"> • •
Step 4:	Step 4: Timeline for Step 4]: [Actionable steps toward completion of goal] <ul style="list-style-type: none"> • •

Additional notes: