

Team Member Development Plan

Employee: _____

Title _____

Position Code: _____

Dept Code: _____

Leader: _____

Date: _____

Reviewer: _____

Date: _____

		Next 12 months	12-24 months	24-36 months
Goal Type	Organizational/Department Goals			
	Individual Career and Development Goals			
	Competencies and Skills to gain and strengthen*			
	Type of Training/Development*			
	Action Steps for Employee* see below			
	Resources Needed- \$, Staff, Time, etc			

Quarterly Employee Action Steps:

Goal Type	Action Step	Due Date	Completion Date

Directions to Development Plan Form:

The first table of this plan should be developed on an annual basis in conjunction with the business planning process always looking into the future. This example uses a three-year time frame to show the employee their path to progress and success.

There should be three people involved in the plan: the employee, the manager i.e. Leader, and the manager of talent development, ie Reviewer. The line items with an asterisk should be developed jointly between the employee and manager. The Reviewer's role is to insure that resources are in place or will be available to support the plan.

The action steps should be developed by both the manager and employee and, identified on a quarterly basis. The progress should be monitored and reviewed each quarter to allow for corrective actions should a goal slip.