

Employee development plan

Employee:

Title:

Rater:

Date:

Manager:

Review Date:

Review type:

Review period: From:

To:

	Training and development goal What specific workshops, seminars, mentoring, etc are needed?	Competencies or Skills to be acquired What specific competencies or skills of the employee be enhanced by goal completion?	Employee action steps What specific steps should employee take to acquire skill/competency?	Resources needed Budget, time, staff etc	Timeframe
Short-range (1 year) Critical development needs for present position					
Mid-range (2 years) Important for growth within current or future position					
Long-range (3+ years) Helpful to achieve future career goals					