

## Personal Development Plan

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<b>Employee Name:</b>		<b>Role/title:</b>	
Plan was created on (date):		<b>Manager/Supervisor name:</b>	
Plan was last discussed on (date):			
<b>Personal Profile</b>			
<b>Strong points</b>		<b>Developmental points</b>	
1		1	
2		2	
3		3	
4		4	
5		5	
<b>Personal likes/preferences</b>		<b>Career Ambition</b>	
1		Short term:	
2			
3			
4		Long term:	
5			
6			

Given your ambition to grow/develop in your career, what are the skills/competencies/knowledge areas that you need to work on?

1. List the items you saw in your job description, the career tool at your company, feedback items from your supervisor, available, competency matrix for your role or your preferred future role that matches your ambition.
2. Assign priorities when you discuss this plan with your manager/supervisor/coach/mentor.

List of development needs		Priority
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

### A. Specific developmental goals:

Write specific long-term goals for your own development based on your top 3 priorities. Ensure that the goals are

- S - specific, significant, stretching
- M - measurable, meaningful, motivational
- A - agreed upon, attainable, achievable, acceptable, action-oriented
- R - realistic, relevant, reasonable, rewarding, results-oriented

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T - time-based, timely, tangible, trackable

SMART goal		By when
1		
2		
3		
4		

### Next steps

Next review date: \_\_\_\_\_

### B. Specific short-term actions:

What are the *specific actions* you will take in the next few months towards achieving the long-term goals (from A.) before the next review date with your supervisor/manager/mentor/coach?

Specific short-term actions to work on to achieve long-term SMART goals above	
1	
2	
3	
4	
5	

### C. Preparation before next review:

Preparing for an update discussion with your supervisor/manager/mentor/coach, take a moment to review each of the short-term actions that you had committed to in B. above and provide a status update to show how it is going with those activities/actions. It should reflect progress on your development activities.

Status of actions for review meetings	
1	
2	
3	
4	
5	