

DEVELOPMENTAL PLAN TEMPLATE

Name:		Employee Number:	
Current Position:		Organization:	
Manager/Supervisor's Name:		Date:	

Directions: List your development needs in the following table. Pick no more than 2 short term objectives that focus on your current job. Define short term as no more than 12 months. Choose 1 long term objective that will help prepare you for the next step on your career ladder. Consider the next 1-2 years as your long term developmental window.

SHORT TERM OBJECTIVES

<i>Short Term Objectives</i> (What I want to learn how to do better for this job).		
	Action Steps and Resources	Time Period
Developmental Activity #1		
Developmental Activity #2		
<i>Long Term Objective</i> (What I need to learn how to do to be a better candidate for the next job)		
	Action Steps and Resources	Time Period
Developmental Activity #3		

**DEVELOPMENTAL PLAN MANAGEMENT – CONTINUOUS
DEVELOPMENTAL LOG**

Objective	Activity	Gain/Learning
<p><i>Example: Prepare to take on supervisory responsibilities</i></p>	<ul style="list-style-type: none"> • <i>Vacation relief for a supervisor in another group</i> 	<ul style="list-style-type: none"> • <i>Held developmental discussions with employees.</i> • <i>Conducted performance coaching meeting.</i>

Developmental Opportunities

<p><u>On the Job Opportunities</u></p> <ul style="list-style-type: none"> • Taking on new projects or assignments • Replacing people on vacation or temp assignment • Assuming lead role responsibilities • Improving a process or procedure 	<p><u>Committees</u></p> <ul style="list-style-type: none"> • New ideas/programs/issues • One time events • Presentations
<p><u>Off the Job Opportunities</u></p> <ul style="list-style-type: none"> • Joining/leading community groups • Trying a new skill in a volunteer organization • Giving presentations to civic groups 	<p><u>Assignments</u></p> <ul style="list-style-type: none"> • Rotational • Stretch/temporary
<p><u>Formal Training/Development</u></p> <ul style="list-style-type: none"> • Professional • Technical • Leadership • Executive 	<p><u>Cross-Moves</u></p> <ul style="list-style-type: none"> • Changing business lines/organizations • Changing functions • Line/staff shifts • Working with new people
<p><u>Self-Development</u></p> <ul style="list-style-type: none"> • Readings Self-Study • Professional Organizations • College/University Programs • Seminars 	<p><u>Startups</u></p> <ul style="list-style-type: none"> • New team • New system/service/process
	<p><u>Develop in Place</u></p> <ul style="list-style-type: none"> • Mentoring • Shift in size of job • Individual projects • Perspective building • Tough challenge