

Employee Development Plan

Employee: _____
 Position: _____
 Supervisor: _____
 Manager: _____

Company: _____ Location: _____
 Position Code: _____
 Date: _____
 Review Period: From: _____ To: _____

	Training and Development Goal	Competencies/Skills To be Acquired	Employee Action Steps	Potential Challenges	Resources Needed	Scheduled Checkpoints
	What specific workshops, seminars, mentoring, continuing education, etc. is needed?	What specific competencies/skills of the employee will be enhanced by completing the goal?	What specific steps must the employee take to acquire the competency or skill?	What are the perceived obstacles, business or personal concerns?	Money, Time, Staff, etc.	Weekly or monthly regular check-ins
Short-Range Critical development needs for present position (1 year)						
Mid-Range Important for growth within present or future position (2 years)						
Long-Range Helpful for achieving future career goals (3+ years)						



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