



## Employee Development Form

For: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of an Employee Development Plan is to assist you in achieving your developmental goals. Breaking down goals into specific action steps will help you stay on target.

### ***Setting Goals***

Typically, there are three types of goals:

- Enhancing current strengths
- Developing a new skill area
- Acquiring a new skill

Most successfully met goals are “SMART” goals: **S**pecific, **M**easurable, **A**chievable, **R**easonable, and **T**ime-based.

Identify whether the goals are short-term, critical to the current position or developmental goals for growth for the future.

### ***Strategies***

Once identified, how will you reach your goals? Some options are classes, coaching, mentoring, self-directed learning, on-the-job-experience, and participation in professional organizations.

### ***Action Steps***

Action steps outline what to do to reach a goal. Brainstorm many possible activities, sort through and specify which makes the most sense.

### **Employee Development Plan**

***What are my goals?***

***What strategies will help me reach my goals?***

***What action steps can I take to reach my goals? (Specify due date for each action step)***

***What resources or support will I need?***