

INDIVIDUAL DEVELOPMENT PLAN

Template Links

INDIVIDUAL DEVELOPMENT PLAN		
EMPLOYEE NAME:	DATE:	
POSITION:	MANAGER:	
DEVELOPMENT FOCUS AREA:		
<small>Short and concise explanation of the development focus area</small>		
PROFESSIONAL GOALS AND ASPIRATIONS		
<small>List professional goals and aspirations:</small>		
<ul style="list-style-type: none">• Goal and aspiration 1• Goal and aspiration 2• Goal and aspiration 3		
STRENGTHS AND TALENTS		
<small>List strengths and talents:</small>		
<ul style="list-style-type: none">• Strength and talent 1• Strength and talent 2• Strength and talent 3		
KEY DEVELOPMENT NEEDS		
<small>List key development needs:</small>		
<ul style="list-style-type: none">• Key development need 1• Key development need 2• Key development need 3		
DEVELOPMENT OPPORTUNITIES		
<small>List development opportunities:</small>		
<ul style="list-style-type: none">• Development opportunity 1• Development opportunity 2• Development opportunity 3		
ACTION PLAN		
ACTION STEP 1	ACTION STEP	
	SCHEDULE	
	COST AND CONSIDERATIONS	
ACTION STEP 2	ACTION STEP	
	SCHEDULE	
	COST AND CONSIDERATIONS	

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