

INDIVIDUAL DEVELOPMENT PLAN

Name: _____

Signature: _____ Date: _____

Manager: _____

Signature: _____ Date: _____

Developmental goals for the coming year	Relationship of goal to the organization's goals	Knowledge, skills, abilities to be developed	Developmental activity	Resources	Start/End dates	How will success be verified?
Goal 1						
Goal 2						
Goal 3						

Directions:

Development plan should be created on an annual basis and reviewed quarterly during your 1-1 meetings with your employees. The plans should be co-created and designed to help close gaps in skills, competencies, and knowledge. For high potentials, development goals should focus on helping the individual move up or across in the organization or expand their responsibilities in the current position.



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