

12-Month Development Plan

Name:		Position:	
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?
<i>Goal 1</i>						
<i>Goal 2</i>						
<i>Goal 3</i>						

The 12-Month Development Plan is used in conjunction with employee competency assessment, 360° assessment, feedback partner interviews, and performance conversations.

Directions:

Column 1 Development Goals: A specific competency-based goal identified on the Employee Competency Assessment form.

Column 2 Relationship of Goal: How does the development goal relate to the organizational or team goal?

Column 3 Specific Gap Being Filled: Specific skill, knowledge, behavior to be gained through development, information obtained through 360°, feedback partner interviews and performance conversations.

Column 4 Developmental Activities: What type of activities will be needed to fill competency gap in column 3.

Column 5 Resources Required: Specific resources required from manager/organization to support development activity (i.e. budget, management time)

Column 6 Start / End Dates: When will development activity begin and be completed.

Column 7 How Will Success Be Verified: What metrics, systems, processes, or data will be used to verify development has occurred?