 [**Employee Development Plan Templates**](https://teamflect.com/blog/performance-management/employee-development-plan-template/)

**-EMPLOYEE DEVELOPMENT PLAN-**

**Employee Name:**

**Position:**

**Department**:

**Date:**

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| 1. **Short Term Goals (6-12 months)** |
| **Goal 1:** |
| * Action Steps: |
| * Timeline: |
| **Goal 2:** |
| * Action Steps: |
| * Timeline: |
| **Goal 3:** |
| * Action Steps: |
| * Timeline: |

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| 1. **Long Term Goals (1-3 years)** |
| **Goal 1:** |
| * Action Steps: |
| * Timeline: |
| **Goal 2:** |
| * Action Steps: |
| * Timeline: |
| **Goal 3:** |
| * Action Steps: |
| * Timeline: |
| **Development Areas:** |
| 1. **Technical Skills** |
| * + Areas to Improve: |
| * + Training Needed: |
| * + Resources Required: |
| 1. **Soft Skills** |
| * + Areas to Improve: |
| * + Training Needed: |
| * + Resources Required: |
| 1. **Leadership Skills** |
| * + Areas to Improve: |
| * + Training Needed: |
| * + Resources Required: |

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| **Progress Tracking** |
| 1. **Key Milestones** |
| * + Milestone 1: |
| * + - Target Date: |
| * + - Progress: |
| * + Milestone 2: |
| * + - Target Date: |
| * + - Progress: |
| * + Milestone 3: |
| * + - Target Date: |
| * + - Progress: |
| 1. **Feedback Mechanism** |
| * + Formal Performance Reviews: |
| * + Informal Check-ins: |
| * + 360-Degree Feedback: |

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| **Resources and Support Needed:** |
| 1. **Financial Resources:** |
| * 1. Budget Allocation: |
| * 1. Expense Approval Process: |
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| 1. **Time/Resources:** |
| * 1. Dedicated Time for Development Activities: |
| * 1. Access to Necessary Tools/Resources: |