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

**-EMPLOYEE DEVELOPMENT PLAN TEMPLATE-**

**Employee Name:**

**Position:**

**Department**:

**Date:**

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| **1. Current Job Responsibilities:** |
| [List the employee's current job responsibilities and duties.] |

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| **2. Career Goals:** |
| [Identify the employee's short-term and long-term career goals.] |
| [Take note of the employee’s aspirations within the current role and potential future roles within the organization.] |

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| **3. Strengths:** |
| [List the employee's strengths and areas where they excel.] |
| [Include any skills or qualities that contribute positively to their performance.] |

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| **4. Areas for Improvement:** |
| [Identify areas where the employee could improve or develop skills.] |

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| **5. Training and Development Opportunities:** |
| [Outline specific training programs, courses, workshops, or seminars that could benefit the employee.] |
| [Identify both internal resources (e.g., company-sponsored training) and external resources (e.g., industry conferences, online courses).] |

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| **6. Mentorship/Coaching:** |
| [Discuss the possibility of assigning a mentor or coach to the employee.] |

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| **7. Stretch Assignments/Projects:** |
| [Identify opportunities for the employee to take on new challenges or projects outside of their usual responsibilities.] |

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| **8. Performance Metrics:** |
| [Define measurable goals and objectives related to the employee's development plan.] |
| [Set timelines for achieving these goals and establish checkpoints for monitoring progress.] |

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| **9. Review and Feedback:** |
| [Schedule regular check-ins to review the employee's progress and provide feedback.] |

**Employee Signature:**

**Date:**

**Supervisor/Manager Signature:**

**Date:**