**Development Plan**

**Name: Click or tap here to enter text.**

**Date: Click or tap here to enter text.**

Professional development is about improving yourself through training, experiences, and behaviors that will ultimately help you grow as an employee, leader, and person. The starting point is a plan. This document will help you create a plan to ultimately help you learn and grow. When planning your development goals reflect on both your current skills and new skills you need to help you be more successful.

**Development Planning Steps:**

1. Determine where your strengths & development needs exist.
(Consider technical/functional knowledge, skills, competencies, feedback, performance reviews, etc.)
2. Select 1-3 areas of focused development that would be most impactful in achieving your goals.
(List them in the table and indicate with a check mark whether this is a strength or an area to develop.)
3. Create detailed action plans for each goal.

**I will see the greatest impact on my success by focusing in the following areas:**

|  |  |  |
| --- | --- | --- |
| **Competency/Behavior** | **Strength** **to Leverage** | **Key Area for Development** |
| Click or tap here to enter text. |[ ] [ ]
| Click or tap here to enter text. |[ ] [ ]
| Click or tap here to enter text. |[ ] [ ]

**Create SMART goals. Make sure they are…**

**S**pecific: Well-defined, clear, and unambiguous

**M**easurable: Criteria that are verifiable indicators of progress

**A**chievable: Attainable and not impossible to achieve

**R**elevant: Relevant to your needs and goals

**T**imely: A timeline with milestones (e.g., start/finish date)

**Goal #1:** Click or tap here to enter text.

**In the next 6 months I will** (Describe what you will achieve): Click or tap here to enter text.

**So that** (Describe the benefit or pay-off): Click or tap here to enter text.

**Indicators of My Progress will include** (How will it be evident to others): Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Development Actions***Be sure to consider where you can connect your development actions to your business objectives.* | **Target Date***When will you start and stop each action?*  | **Support Needed/****Barriers to Overcome***What help will you need and from whom? What barriers will you likely face?* |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Quarterly Update** | **Progress toward Goal** | **Your****Initials & Date** | **Leader’s****Initials & Date** |
| Initial Plan | There is agreement on the focus of development and the activities contained in this plan. | Click or tap here to enter text. | Click or tap here to enter text. |
| Update 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Update 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Update 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Review your progress with your leader every 120 days**

**Goal #2:** Click or tap here to enter text.

**In the next 6 months I will** (Describe what you will achieve): Click or tap here to enter text.

**So that** (Describe the benefit or pay-off): Click or tap here to enter text.

**Indicators of My Progress will include** (How will it be evident to others): Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Development Actions***Be sure to consider where you can connect your development actions to your business objectives.* | **Target Date***When will you start and stop each action?*  | **Support Needed/****Barriers to Overcome***What help will you need and from whom? What barriers will you likely face?* |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| Update 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Review your progress with your leader every 120 days**

**Goal #3:** Click or tap here to enter text.

**In the next 6 months I will** (Describe what you will achieve): Click or tap here to enter text.

**So that** (Describe the benefit or pay-off): Click or tap here to enter text.

**Indicators of My Progress will include** (How will it be evident to others): Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Development Actions***Be sure to consider where you can connect your development actions to your business objectives.* | **Target Date***When will you start and stop each action?*  | **Support Needed/****Barriers to Overcome***What help will you need and from whom? What barriers will you likely face?* |
| **1** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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**Review your progress with your leader every 120 days**

Emory University, Human Resources, Learning and Organizational Development