 [**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:
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