 [**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. **Competencies and Goals**
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| **Question 1:** What are your primary career goals and objectives? |
| **Question 2:** What are your strengths and areas for improvement? |
| **Question 3:** What are your short-term and long-term career objectives? |
| **Question 4:** What specific skills or competencies do you need to develop to advance in your career? |
| **Question 5:** How do you plan to measure your progress towards achieving these goals? |

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| 1. **Action Plan**
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| **Question 1**: What are the actionable steps you will take to achieve your development goals? |
| **Question 2:** When do you plan to complete each step, and who will be responsible for their completion? |

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| 1. **Progress Tracking and Evaluation**
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| **Question 1:** How will you measure your progress towards achieving your development goals? |
| **Question 2:** How often will you review your progress, and who will be involved in these reviews? |