Personal Development Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *Employee Name* |  | *Hire Date* |  | *Today’s Date* |
|  |  |  |  |  |
| *Position* |  | *Time in Position* |  | *Supervisor* |

|  |  |
| --- | --- |
| **CAREER PLANNING** | |
| *What unique background and experiences do you have that some people may not know about?* | |
| *What are your interests, hobbies, and passions?* | *What are your strengths (skills and talents)?* |

|  |  |
| --- | --- |
| **CAREER PLANNING** | |
| *What are your career aspirations and long-term career goals?* | *What position(s) are you targeting?* |
| *What are some potential obstacles (competency deficits)?* | *What do you want to learn?* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA TO BE DEVELOPED** | **ACTIONS I WILL TAKE** | **SUPPORT REQUIRED** | **SUCCESS CRITERIA** | **TARGET DATE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |