Personal Development Plan

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

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| **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)?*  |

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| **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?* |

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