

# Employee Development Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Timeframe \_\_\_\_\_

## What do you need to learn for growth in current position?

**Goals for Development** What do you want to accomplish?

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**Areas of Development** What are your competencies and behaviors?

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**How will you Achieve this Goal?** What types of activities will you complete?

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**Resources Required** Budget? Time? Other?

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**Who are your Champions?** Will anyone help you accomplish this goal?

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**Anticipated Date of Completion**

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**Evaluation Method** How will you know when you have been successful?

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## What do you need to learn to achieve career goals or prepare for a future role?

**Goals for Development** What do you want to accomplish?

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**Areas of Development** What are your competencies and behaviors?

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**How will you Achieve this Goal?** What types of activities will you complete?

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**Resources Required** Budget? Time? Other?

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**Who are your Champions?** Will anyone help you accomplish this goal?

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**Anticipated Date of Completion**

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**Evaluation Method** How will you know when you have been successful?

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**What personal interest would you like to learn related to your career?**

**Goals for Development** What do you want to accomplish?

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**Areas of Development** What are your competencies and behaviors?

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**How will you Achieve this Goal?** What types of activities will you complete?

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**Resources Required** Budget? Time? Other?

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**Who are your Champions?** Will anyone help you accomplish this goal?

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**Anticipated Date of Completion**

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**Evaluation Method** How will you know when you have been successful?

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*Adapted from Longwood Gardens' professional development planning tool*