[COMPANY LOGO HERE]

**EMPLOYEE DEVELOPMENT PLAN**

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| --- | --- |
| **Employee’s Name** | **Supervisor’s Name** |
| **Role / Title** | **Role / Title** |
| **Contact Information** | **Contact Information** |
| **Objectives for Current Role**[WHAT ARE YOUR GOALS TO SUCCESSFULLY PERFORM IN YOUR CURRENT POSITION?] |
| **Short Term and Long Term Goals**[INDICATE YOUR SHORT TERM GOALS (2-3 YEARS)][INDICATE YOUR LONG TERM GOAL (3+ YEARS)] |
| **Goals for Development**[THINGS YOU NEED TO DO TO ACHIEVE YOUR GOALS THIS YEAR] | **Action Plans**[TRAININGS NEEDED, PROJECTS TO COMPLETE] | **Planned Date** | **Costs** | **Completion Date** |
| **Comments / Notes** | **Employee Signature / Date** |
| **Supervisor Signature / Date** |