[COMPANY LOGO HERE]

**EMPLOYEE DEVELOPMENT PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | | |