

Development Plan

Date

Associate Name

Job Title

Department Name

Function Level

Office or Cell Phone

E-mail Address

Manager/Supervisor Name

Office or Cell Phone

E-mail Address

Coach Name

Office or Cell Phone

E-mail Address

What is the focus of this development plan?

Competency Areas:

Develop a team • Shares ownership • Guides the development of associates • Drives change • Business knowledge • Planning and organizing • Decision making • Priority management Process development Builds trust • Builds business partnerships • Interpersonal influence • Communicates with impact • Values diversity • Positive disposition Fresh thinking • Quality orientation • Safety and environmentally conscious

What specifically do you want to accomplish?

What actions will you take to achieve it and what resources will you need?

Actions

Actions:

Begin • Build • Change • Check • Communicate • Compile • Compose • Conduct • Coordinate • Create • Decide • Decrease • Deliver • Describe • Demonstrate • Develop • Direct • Discuss • Display • Educate • Eliminate • Fix • Form • Handle • Identify • Improve • Inform • Initiate • Investigate • Judge • Launch • Lead • Maintain • Manage • Make • Match • Measure • Meet • Negotiate • Open • Participate • Perform • Present • Propose • Reduce • Reorganize • Research • Resolve • Revise • Set up • Streamline • Teach • Train • Watch • Wrap up • Write

Resources

Resources:

Audio/Podcasts • Benchmarking in industry • Books • Budget • Coaching discussions • Cross training • Educational sessions • External training programs • Internal training programs • Journaling • Mentor • Networking • Peer networks • Projects • Professional organizations • Role playing • Shadowing experts • Time • Videos • Volunteer experiences

How will you measure and/or track results?

Measurement Areas:

Quantity • Quality • Time • Cost/Money

Associate Signature

Date

Supervisor Signature

Date