



TEMPLATES:

Employee development plan

Employee name	Current title	Desired title
[Full Name]	[Job title]	[If applicable]
Date	Current department	Desired department
MM/DD/YY	[Department name]	[If applicable]

Current strengths	▪ Strength #1 ▪ Strength #2 ▪ etc.	
Company and team goals	▪ Company/team goal #1 ▪ Company/team goal #2 ▪ etc.	
Professional goals	▪ Professional goal #1 ▪ Professional goal #2 ▪ etc.	
Skills or training needed	▪ Development needs #1 ▪ Development needs #2 ▪ etc.	
Action plan		
Step #1: [Timeline]	Step #2: [Timeline]	Step #3: [Timeline]

Sample Staff Development Plan Template

A Loxley



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