

# Training and Development Plan of Supervisor

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Date: November 23, 2021

Name: Mary Brown

Direct Reports: Joanne Smith

Role: Customer Service Supervisor

Role Objectives: Your Text Here

Role Requirements to be Effective And Meet Expectations	Proficiency Score - 6	Training Plan Details	
		What	When
1. <ul style="list-style-type: none"><li>Regular supervision on the service officers for ensuring good quality services to customers</li><li>Add text here</li></ul>	5	No need of training	NA
2. <ul style="list-style-type: none"><li>Resolve customer problems and issues related to service providers within limited time period</li></ul>	4	<ul style="list-style-type: none"><li>Organize training for developing selling skills in team members</li></ul>	Nov 23, 2021
3. <ul style="list-style-type: none"><li>Preparing feedback reports of customer experience for improving service facilities</li><li>Add text here</li></ul>	2	<ul style="list-style-type: none"><li>Learning new techniques for report system</li><li>Add text here</li></ul>	Nov 24, 2021
4. <ul style="list-style-type: none"><li>Prepare list of resources utilized without wastage for proper record</li></ul>	4	<ul style="list-style-type: none"><li>Training for optimum utilization of company resources and maintain sustainability</li></ul>	Nov 25, 2021
5. <ul style="list-style-type: none"><li>Share ideas and messages with other departments for better customer service</li><li>Control the problems arising out in providing quality services to customers</li></ul>	2	<ul style="list-style-type: none"><li>Attend courses for enhancing innovative ideas generation skill sets</li><li>Learn creative decision making methods</li><li>Add text here</li></ul>	Nov 30, 2021
6. <ul style="list-style-type: none"><li>Your text here</li></ul>			

Proficiency score: 6 = highly proficient, 5 = proficient, 4 = moderately proficient, 3 = below requirements, 2 = poor, 1 = non-existent if the proficiency score is 3 or less for any role requirements then training should be considered

Staff Member

Date

Manager

Date

# Sample Supervisor Development Plan

**Marco Cascella**



## **Sample Supervisor Development Plan:**

*Individual Development Planning in the VA United States.* Veterans Administration, 1981      **Building In-House Leadership and Management Development Programs** H. Kazanas, William J. Rothwell, 1999-11-30 Leadership and Management Development programs have helped companies of every size become high performing organizations This practical guide sets out a blueprint for establishing administering and evaluating a planned in house Management Development program and is geared to addressing the training education and development needs of supervisors managers executives and others who exert leadership in organizational settings It reviews important topics such as how to make a case for an in house program defining the program setting policy establishing goals and objectives assessing needs recruiting someone to oversee the program and evaluating results The material is based on surveys of Management Development professionals key literature in the area and first hand experience In this how to do it start up guide Rothwell and Kazanas provide important background on leadership and management development programs defining the parameters of a typical organizational program They review such important topics as the planning and design of a program formal informal and special leadership and management development methods and evaluation of organizational efforts Human resource development specialists and human resources managers workplace learning and performance practitioners CEOs CIOs and supervisors will find this guide comprehensive and valuable      *Management Training and Developmental Programs* Barbara T. Harder, National Cooperative Highway Research Program, 1994 This synthesis will be of interest to administrators human resource managers technical managers and those who develop training courses for departments of transportation DOTs It describes the management philosophies that support the management training and development programs such as the need for effective leadership customer service as a primary mission increased workforce productivity employee involvement teamwork for more effective results and the need for a systems perspective by management Major issues including the increasing nonengineering functions within DOTs the aging and diversity of the workforce recruitment of entry level professionals employee retention and the use of contract services are discussed This report of the Transportation Research Board examines the types of management and development training courses that are considered important by state departments of transportation costs of training types of participants topics that are covered needs for transportation related courses vs administrative training and the development of courses within the DOT Suggestions for future management training objectives are also presented      *Developing Executive and Management Talent* United States. Office of Personnel Management. Executive and Management Development Division, 1981      *Management Development Strategy In The Financial Sector* Malcolm Higgs, 1988-03-08      **Implementing Best Practices in Human Resources Management** Hugh Secord, 2003      [Black Enterprise](#) ,1973-01 BLACK ENTERPRISE is the ultimate source for wealth creation for African American professionals entrepreneurs and corporate executives Every month BLACK ENTERPRISE delivers timely useful

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Training the Supervisor United States Civil Service Commission. Program Planning Division,1956      **A Framework for Planning U.S. Federal Statistics for the 1980's** United States. Office of Federal Statistical Policy and Standards,1978

**Performance Management** James W. Smither,Manuel London,2009-07-28 There has been a shift in HR from performance appraisal to performance management A new volume in the SIOP Professional Practice Series this book contains a broad range of performance management topics offers recommendations grounded in research and many examples from a variety of organizations In addition to offering state of the art descriptions of performance management

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