



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

Char Ryan, Beth Baker



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2 write and distribute a memo outlining the organization change addressed to managers and all employees who are directly affected by the change from an internal and external perspective this

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position effective date

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aug 9 2018 describe the organizational pain and how the new solution alleviates it instead of just announcing a disruptive change give the background of what s not working today and why the new plan is

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sep 26 2017 make a list of everything that must be communicated to employees about the organizational change anticipate questions employees may have about the changes and be ready to answer them include the points you will address in the initial announcement as well as how you will continue to communicate with employees about changes as they begin to happen

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