**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12344&utm_source=template-word&utm_medium=content&utm_campaign=Example+5-Year+Employee+Development+Plan-word-12344&lpa=Example+5-Year+Employee+Development+Plan+word+12344)5-Year Employee Development Plan   
Template Example**

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| Employee | Diana Kennedy |
| Department | Operations |
| Job Title | Project Manager |
| Manager / Supervisor | Everett Crosse |

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| **Plan Start Date** |  |  |
| **MM/DD/YY** | | |
| **Next Review Date** | |  |
| **MM/DD/YY** | | |

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| **5-Year Goals (SMART)** | |  |  |  |
| Year | SMART Goal | Key Milestones | | Target Completion |
| **20XX** | Strengthen project management and organizational skills | Complete PMP certification, lead two key projects | | Q1 20XX |
| **20XX** | Improve cross-functional collaboration and leadership abilities | Successfully manage a department-wide initiative, mentor a junior team member | | Q3 20XX |
| **20XX** | Develop expertise in process improvement and operational efficiency | Implement a workflow automation system, reduce project completion time by 15% | | Q2 20XX |
| **20XX** | Expand strategic thinking and decision-making capabilities | Lead an executive-level project, participate in leadership training | | Q1 20XX |
| **20XX** | Prepare for a senior leadership role in operations | Take on a high-visibility corporate initiative, complete executive leadership program | | Q1 20XX |

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| **Strengths and Development Areas** | |  |  |
| Category | Description | | |
| **Key Strengths** | Strong project planning, problem-solving, and team leadership | | |
| **Areas for Development** | Advanced data analytics, strategic thinking, financial forecasting | | |
| **Learning Style** | Hands-on project work, structured training programs, mentorship | | |
| **Work Challenges** | Managing competing deadlines, optimizing cross-functional communication | | |

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| **Skills and Competency Development** | | |  |  |
| Skill Category | Current Level | Target Level  (By Year 5) | Learning Resource | |
| **Project Management** | Proficient | Expert | PMP certification, Agile methodologies | |
| **Leadership and Team Management** | Developing | Advanced | Leadership coaching, mentorship program | |
| **Data Analytics and Reporting** | Basic | Intermediate | Business intelligence software training | |
| **Strategic Planning** | Limited | Proficient | Executive leadership courses | |

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| **Training, Education, and Certification Costs** | |  |
| Category | Description | Estimated Cost |
| **Company-Sponsored Training** | Leadership Development Program | $1,500.00 |
| **Certifications** | PMP Certification | $800.00 |
| **Higher Education Programs** | Executive Management Course | $2,500.00 |
| **Conferences and Industry Events** | Annual Project Management Summit | $1,200.00 |
| **Technology and Tools** | Data visualization software training | $600.00 |

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| **5-Year Action Plan** | | | |  | | |  | | |  | |  |  |  |
| Development Action | 20XX | 20XX | 20XX | | 20XX | 20XX | | Owner | Status | |
| **PMP Certification** | **X** |  |  | |  |  | | Employee | In Progress | |
| **Mentor a Team Member** |  | **X** |  | |  |  | | Employee | Not Started | |
| **Implement Automation** |  |  | **X** | |  |  | | Employee | Not Started | |
| **Leadership Training** |  |  |  | | **X** |  | | Employee | Scheduled | |
| **Lead Corporate Initiative** |  |  |  | |  | **X** | | Employee | Pending | |

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| **Success Metrics and Evaluation** | | | | | | | | | | | |
| Metric | | Description | | | | | | Measurement | |  |  |
| **Leadership Growth** | | Improvement in team management and delegation | | | | | | 360-degree feedback, manager review | |  |  |
| **Process Efficiency** | | Reduction in project delays and cost overruns | | | | | | Project tracking reports | |  |  |
| **Certification Completion** | | Achievement of industry-recognized certifications | | | | | | Certificate acquisition, exam results | |  |  |
| **Career Progression** | | Promotion readiness, increased responsibilities | | | | | | Manager evaluations, role expansion | |  |  |
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| **Career Advancement Strategy** | | | | | | | | | | | |
| Category | | Description | | | | Action Steps | | | Target Completion Date |
| **Target Role** | | Senior Project Manager | | | | Develop strategic leadership and advanced analytics skills | | | 24 months |
| **Required Competencies** | | Strong financial acumen, decision-making, stakeholder management | | | | Enroll in financial planning course, take on a high-level project | | | 18 months |
| **Professional Networking** | | Expand internal and external connections in the industry | | | | Attend three industry conferences, join leadership forums | | | Ongoing |
| **Stretch Assignments** | | Take on initiatives beyond core job function | | | | Lead a cross-departmental project, shadow senior executives | | | 12 months |

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| **Self-Assessment and Feedback** | | | | | | | | | | | | |
| Category | | Employee Reflection | | | Manager Feedback | | |  | |  | |
| **Key Strengths Growth** | | Excels in project execution and motivates team members | | | Reliable and detail-oriented leader | | |  | |  | |
| **Areas for Growth** | | Needs to improve strategic vision, financial planning | | | Should focus on developing a long-term operational strategy | | |  | |  | |
| **Career Aspirations** | | Wants to move into a senior management role | | | Well-positioned for leadership with continued development | | |  | |  | |
| **Future Development Focus** | | Strategic thinking, stakeholder engagement | | | Gain exposure to executive-level projects | | |  | |  | |
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| **Review and Acknowledgement** | | | |  | |  |  | |  | |  | |
| Reviewed By | | | Name | | | Date | |  | |  | |
| Employee | | | Diana Kennedy | | | MM/DD/YY | |  | |  | |
| Manager / Supervisor | | | Everett Crosse | | | MM/DD/YY | |  | |  | |

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