

General Employee Development Plan Template

Employee	
Job Title	
Department	
Manager / Supervisor	
Date	

Development Support and Resources	
Category	Description

Development Goals (SMART)

SMART	Goal	Timeframe
S _{pecific}		
M _{easurable}		
A _{chievable}		
R _{elevant}		
T _{ime-Bound}		

Skills and Competency Development

Category	Description

Action Plan

Success Metrics and Evaluation

Metric	Description	Measurement

Career Advancement

Category	Description	Action Steps	Target Date

Review and Acknowledgement

Reviewed By	
Title	
Name	
Date	
Reviewed By	
Title	
Name	
Date	

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