**[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=General+Employee+Development+Plan-word-12344&lpa=General+Employee+Development+Plan+word+12344)General Employee Development   
Plan Template**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee |  | | | | | | | | | |
| Job Title |  | | | | | | | | | |
| Department |  | | | | | | | | | |
| Manager / Supervisor |  | | | | | | | | | |
| Date |  | | | | | | | | | |
|  |  |  |  | |  |  |  |  |  |  | |  |  |  |
| Development Support and Resources | | | | | | | | | | |
| **Category** | | | | **Description** | | | | | | |
|  | | | |  | | | | | | |
|  | | | |  | | | | | | |
|  | | | |  | | | | | | |
|  | | | |  | | | | | | |
|  | | | |  | | | | | | |
|  | | | |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| Development Goals (SMART) | | |
| **SMART** | **Goal** | **Timeframe** |
| Specific |  |  |
| Measurable |  |  |
| Achievable |  |  |
| Relevant |  |  |
| Time-Bound |  |  |

|  |  |
| --- | --- |
| Skills and Competency Development | |
| **Category** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Action Plan | | | |
| **Development Activity** | **Target Date** | **Owner** | **Status** |
|  |  |  | In Progress |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Scheduled |
|  |  |  | Pending |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Content | **X** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | | |  | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |