**General Employee Development
Plan Template**

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| Employee |  |
| Job Title |  |
| Department |  |
| Manager / Supervisor |  |
| Date |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Development Support and Resources |
| **Category** | **Description** |
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| Development Goals (SMART) |
| **SMART** | **Goal** | **Timeframe** |
| Specific |  |  |
| Measurable |  |  |
| Achievable |  |  |
| Relevant |  |  |
| Time-Bound |  |  |

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| Skills and Competency Development |
| **Category** | **Description** |
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| Action Plan |
| **Development Activity** | **Target Date** | **Owner** | **Status** |
|  |  |  | In Progress |
|  |  |  | Not Started |
|  |  |  | Not Started |
|  |  |  | Scheduled |
|  |  |  | Pending |
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|   | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| Content | **X** |  |  |  |  |  |  |  |  |  |  |  |
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| Success Metrics and Evaluation |
| **Metric** | **Description** | **Measurement** |
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| Career Advancement |
| **Category** | **Description** | **Action Steps** | **Target Date** |
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| Review and Acknowledgement |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |

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