

Staff Development Plan



Step II - Complete the Staff Development Plan

Name:

Department:

Period -

Time in Current Position

Title:

Primary Job Skills to Develop (Individual/Team - related to job description)

OBJECTIVE:

Leadership/Management Skills to Develop

OBJECTIVE:

Strategic Goals or Special Initiatives

OBJECTIVE:

Personal & Professional Development:

OBJECTIVE:

Step III - Developing Supervisor Support for Objectives

Supervisor Support:

Mid-year Discussion Date: _____

Employee Name: _____ Review Period: from _____ to _____

Step IV - Mid-year Discussion

Employee Comments:

Supervisor Comments:

Year-end Discussion Date: _____

Step V - Year-end Discussion

Employee Comments:

Supervisor Comments:

Step VI - Developing an Action Plan

We have agreed on the following Action Plan:

Are you carrying over any objectives? If yes, please list.

Signatures

Supervisor: _____ **Date:** _____

Employee: _____ **Date:** _____

WHEN COMPLETE SEND HUMAN RESOURCES, MC8041