Personal Development Plan

Use the worksheet on the second page to fill out your personal development plan in detail. Here is an example:

DEVELOPMENT PLAN EXAMPLE

OBJECTIVE

Gain knowledge of the client to better anticipate changing client needs and enhance recruiting practices.

- Meet with Vicky, identify opportunities for exposure, prepare approach document.
- Choose three clients, partner with a member of Mike's group and prepare briefing document.
- Participate in three client visits, conduct a teach-back for the HR Group.
- Identify, plan and execute two changes in your recruiting practices which would contribute to greater service for our customers.

OBJECTIVE

Provide visible support of executive decisions on a consistent basis, proactively managing change in the organization.

- Prior to Monday staff meetings, prepare an agenda and speaking points and review with manager. When conducting the meeting, limit out-loud thinking or commentary regarding personal opinions.
- Identify and execute a briefing format which identifies upcoming decisions, key input from your area and business case analysis commentary.
- Join the branding team, taking the lead position in the brand roll-out campaign. Measure the effectiveness of your approach through both knowledge and acceptance-based evaluations. Create a "Lessons Learned" report.

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Your Development Plan

NAME _____ **POSITION** _____

REPORT TO _____ **DIVISION** _____

DEVELOPMENT ACTION PLAN #1

OBJECTIVE

_____

_____

ACTION STEPS

1. _____
2. _____
3. _____

COMPLETION DATE _____ **SPONSOR** _____

DEVELOPMENT ACTION PLAN #2

OBJECTIVE

_____

_____

ACTION STEPS

1. _____
2. _____
3. _____

COMPLETION DATE _____ **SPONSOR** _____

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Your Development Plan

NAME _____ POSITION _____

REPORT TO _____ DIVISION _____

DEVELOPMENT ACTION PLAN #3

OBJECTIVE

_____

_____

ACTION STEPS

1. _____
2. _____
3. _____

COMPLETION DATE _____ **SPONSOR** _____

NOTES

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PREPARED BY · PARTICIPANT _____ Date _____

PREPARED BY · MANAGER _____ Date _____

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