

Staff Development Plan

Employee Name: _____

Supervisor Name: _____

Date Initiated: _____

Review Date: _____

1. Current Role and Key Strengths

What does the employee currently do well, and what are their major responsibilities?

-
-
-

2. Career Interests and Long-Term Goals

What are the employee's aspirations within or beyond their current role (e.g. leadership, technical expertise, new areas)? Where do you see yourself in one year, two years, three years?

-
-
-

3. Skills / Knowledge / Tools for Development

What skills, knowledge, or experience does the employee need to grow into their future goals?

(Choose up to 3-4 focus areas.)

-
-
-

4. Development Activities

What trainings, assignments, projects, or mentoring opportunities will support growth in the above areas?

Skill/Goal	Development Activity	Timeline	Resources Needed

5. Support from Supervisor/Department

How will the department or supervisor support this plan (e.g. stretch assignments, feedback, funding)?

-
-
-

6. Progress Tracking and Reflection

How will you track success and reflect on the outcomes?

- Establish check-in frequency: ☐ Monthly ☐ Semesterly ☐ Annually
- Metrics (e.g., course completion, feedback, application of skills):
 -