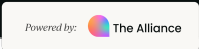


# Employee development plan template



Use this template in discussion with your employee to create their development plan

Employee name:	Manager name:
Title:	Title:

Focus area	Desired outcome	Action items	Deadline	Budget required	1st check-in	2nd check-in	3rd check-in
Define up to 3	Frame as SMART goal						