

Employee Development Plan Template

This Employee Development Plan (EDP) template is essential for supporting employee growth and aligning their career goals with organizational objectives. It can help managers and employees collaboratively set developmental goals and track progress. It serves as a roadmap for the employee's growth and progress within the company. It emphasizes the collaborative nature of career development, ensuring the employee and management play active roles in the process. Regular updates and adaptations of the plan are crucial as the employee's needs and organizational priorities evolve.

Employee Information

- **Employee Name:**
- **Position:**
- **Department:**
- **Manager/Supervisor Name:**
- **Plan Start Date:**
- **Plan End Date:**

Current Assessment

1. Current Skills and Competencies

- **Strengths:** List the employee's current strengths and how they contribute to their role.
- **Areas for Improvement:** Identify skills or knowledge gaps that need development.

2. Overview of Current Role

- Describe the primary responsibilities and expectations of the current role.
- Discuss how well the employee is meeting these expectations.

Development Objectives

1. Short-Term Goals (Next 6-12 Months)

- Identify specific skills and competencies the employee will develop.
- Detail how these skills will enhance their performance and contribute to departmental goals.

2. Long-Term Goals (1-3 Years)

- Outline broader career objectives.
- Explain how these goals align with the employee's career aspirations and organizational needs.

Action Plan

1. Training and Education

- **Training Programs:** List any workshops, seminars, or courses the employee will attend.
- **Timeline:** Provide start and completion dates for each training activity.
- **Expected Outcomes:** Describe what knowledge or skills are expected to be gained.

2. On-the-Job Activities

- **Projects:** Assign specific projects that will help develop new skills.
- **Rotations:** If applicable, plan rotations to different departments or roles.
- **Mentoring/Coaching:** Establish a mentoring or coaching arrangement with a senior leader or external coach.

3. Performance Support

- **Resources:** Specify any tools, resources, or software that will support the employee's development.
- **Support from Management:** Detail the support the management will provide, such as regular check-ins or feedback sessions.

Progress Tracking and Evaluation

1. Milestones

- Set clear milestones to evaluate progress towards each goal.
- Include dates for interim reviews to assess progress.

2. Success Indicators

- Define what success looks like for each development activity.
- Include qualitative and quantitative measures where possible.

3. Review Meetings

- Schedule dates for review meetings to discuss progress, challenges, and any adjustments needed to the plan.

Employee Input

1. Feedback on the Plan

- Invite the employee to provide feedback on the development plan.
- Discuss any additional support or resources they feel are necessary.

2. Career Aspirations

- Encourage the employee to express their longer-term career aspirations.
- Discuss how these aspirations can be integrated into future development plans.

Employee Signature: _____ (Confirm agreement and commitment to the development plan)

Manager/Supervisor Signature: _____ (Confirm commitment to support the employee's development)

Date: _____