TOOL 8

Development Plan Template

PURPOSE: *Partner with a team member to build an Individual Development Plan: a growth roadmap for the next six to twelve months.*

Development plan for: *Enter name*	**Manager:** *Enter name*	**Period:** *Typically 6–12 months*	**Date created:** *MM/DD/YYYY*

CAREER ASPIRATIONS

Short-term (1 year)	
Medium-term (3 years)	
Long-term (5+ years)	

CURRENT ROLE STRENGTHS

What they already do well. Development builds on strengths, it does not replace them.

CURRENT ROLE STRENGTHS — NOTES

DEVELOPMENT AREA 1

Development area	
Why this matters	
Current level	
Target level	

DEVELOPMENT AREA 2

Development area	

Why this matters	
Current level	
Target level	

DEVELOPMENT ACTIVITIES

Development area	Action	By (date)

LEARNING RESOURCES

Courses and training	
Books and articles	
Mentors and experts to connect with	
Projects to volunteer for	

MANAGER SUPPORT, CHECK-INS AND MEASURES OF SUCCESS

What I'll do to support development	*Be specific: time, introductions, assignments, budget*
Monthly one-on-one review	*Progress is reviewed in the regular one-on-one each month*
Formal 6-month review	*MM/DD/YYYY*
Annual review	*MM/DD/YYYY*
How we'll know development is happening	*Observable evidence, not intentions*

Pro Tip: This is a living document. Update it as goals evolve or circumstances change, and bring it to

> the one-on-one at least once a month.