



PERSONAL DEVELOPMENT PLAN

NAME _____ **POSITION** _____

KEY JOB SKILLS & TASKS	WHAT NEEDS DEVELOPMENT ?	AGREED UPON SOLUTION	RESOURCES NEEDED	COMPLETE (SIGN OFF)

PERSONAL DEVELOPMENT PLAN

OTHER: (ATTITUDE, COMMUNICATION, ETC)

90 DAY ACTION PLAN

DEVELOPMENT AREA/GOAL	ACTION ITEM	MEASUREMENT	TIMELINE	RESOURCE NEEDED

SIGNATURE _____ **SUPERVISOR** _____ **DATE** _____

GUIDELINES FOR PERSONAL DEVELOPMENT PLAN

1. The plan should be customized and personalized to fit the individual.
2. The developmental gaps can be identified by the individual or their supervisor.
3. Both the individual and the supervisor agree on the needed solution and work together to brainstorm approaches and specific actions for improvement.
4. Although there may be several developmental issues identified, the plan of action should have no more than 3 items at any given time. Each item should feasibly be completed within 30-90 days.
5. Areas of development and the action plan should be as specific as possible, measurable, and within the scope of the individual's job description.
6. There may be more than one action item needed to reach the desired solution. When the final solution is reached, the manager signs off.