

Employee Personal Development Plan

Employee Information

Name

Position

Department

Manager

Date

Current Skills & Competencies

List current skills and competencies...

Development Goals

Describe your short- and long-term development goals...

Action Plan

Development Activity	Resources/Support	Timeline	Success Criteria
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Potential Barriers & Solutions

Identify possible barriers and propose solutions...

Progress Review & Feedback

Review Dates

Manager's Feedback

Manager's comments and feedback...