

# Workforce Skills Development Plan

## Employee Information

Name	
Position/Title	
Department	
Manager/Supervisor	
Date	

## Current Skills Assessment

Skill/Competency	Current Level	Comments/Examples

## Development Goals

Skill to Develop	Goal Description	Priority

## Development Activities

Activity/Training	Method	Target Date	Support Needed

## Progress & Review

Date	Progress/Comments	Reviewed By

## Signatures

Employee Signature:

Manager/Supervisor Signature:

Date:

