
Training Instrument 12-17

Development Plan

Use this form to help you discover the areas in which you excel and what areas you'd like to develop during the coming year. Use this in conjunction with Tool 12-20: Individual Development Plan, to consider your goals and activities as you continue your development.

Name:

Department:

Position:

A. State your understanding of your main duties and responsibilities:

B. What do you feel have been your biggest victories of the past year?

C. What do you feel have been your biggest challenges of the past year?

D. What new skills or knowledge have you gained in the past year that has been helpful to you?

E. What parts of your job do you find most difficult?

F. What parts of your job do you enjoy the most?

G. What parts of your job do you enjoy the least?

H. What do you consider your biggest challenges for the coming year?

I. What could you or your manager do to help you to carry out your main duties and responsibilities?

J. What kind of work would you like to be doing in one / two / five years' time?

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K. Note areas you would like to learn more about by placing a check in the appropriate column:	I need help and information in this area.	I'm not sure.	I have good skills, but I'd like more development.	My skills are excellent in this area. No help needed.	This doesn't apply to my position.
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- Business Writing

- Communicating Effectively

- Computer Skills

- Customer Relations / Service

- Decision Making / Problem Solving

- Leadership

- Manager Skills

- Presentation Skills

- Professional Development

- Stress Management

- Teambuilding

- Time Management

- Other Subjects:

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L. Based on your victories, achievements, areas of difficulty, and areas of interest, what activities or tasks would you like to focus on during the coming year to help with your continued growth and development?

M. Are there other skills, training, certifications, hobbies, accomplishments, or abilities you have that you would like to be able to use in your position? *(For example: Do you have computer skills? Are you skilled at handling difficult customers? Are you good at teaching processes to others?)*

N. Comments, concerns, or other areas you'd like to discuss:
