

Employee Development Plan Progress Log

Employee Information	
Name:	EID #:
Department:	Title:
Phase one: Determine development goals	
1.	2.
3.	4.
Phase two: What does success look like? How is the goal measured?	
1.	2.
3.	4.
Phase three: List resources available	
1.	
2.	
3.	
Phase 4: Management support - ways in which supervisor will support your improvement	
1.	
2.	
3.	
Follow up:	
Date: Activity: Progress: Notes:	Date: Activity: Progress: Notes:

Employee Signature

Date

Supervisor Signature

Date