

# Sample Employee Development Plan

Name: \_\_\_\_\_

Date completed: \_\_\_\_\_

**Instructions:**

1. Develop long-term goal/career objective.
2. Identify short-term goals or positions which will lead to long-term goal.
3. Identify actions steps which will help to achieve short-term goals (include education, training or projects, etc.).
4. Prioritize action steps as follows: A=vital B=important C=optional  
Number steps in expected order of completion. (Example: A1, A2, A3, etc.)
5. Transfer action steps to monthly and daily task lists.

Long-term (5+ years) goal ( *career ultimately desired*): \_\_\_\_\_

Short-term (1-5 years) goals ( *positions/degree programs*): \_\_\_\_\_

**Action Steps**  
(classes, seminars, projects, self-development, activities, etc.)

<u>Priority</u>	<u>Description</u>	<u>Target Date</u>

