Employee Development Plan Template

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| Employee name |  | Job title |  |
| Department |  | Direct supervisor |  |
| Start date |  | Review date |  |

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| **Employee development goals to achieve**  *What are your development goals for the next 12 months?* |
| 1. Improve technical skills in data analysis  2. *[Enter goal]*  3. *[Enter goal]* |

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| **Skill development**  *Identify the specific skills or knowledge areas to develop in order to achieve the goals.* | |
| Goal | Skills |
| Improve technical skills in data analysis | 1. 1 R |
|  | 1.2 Python |
| *[Enter goal 2]* | *[Enter skill]* |
|  | *[Enter skill]* |

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| **Action plan**  *Outline activities that are going to help achieve the development goals.* | |
| Goal | Action plan |
| Improve technical skills in data analysis | 1. 1 Have three 1-1 training sessions on R with the senior data analyst |
|  | 1.2 Enroll in an online R course |
| *[Enter goal 2]* | *[Enter action plan]* |
|  | *[Enter action plan]* |

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| **Resources**  *What resources are you going to use to develop the skills and knowledge necessary to achieve these goals?* | |
| Goal | Resource |
| Improve technical skills in data analysis | 1.1 Online R course |
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| **Feedback and evaluation**  *What is the employee’s progress in achieving their development goals?* | | |
| Goal | Status and comments | Date of check |
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| **Signatures** | | | |
| Employee |  | Manager |  |

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