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| --- | --- |
| **Name:** | **Current Position:** |
| **Manager:**  | **Date:** |

|  |
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| **My short-term career goals (1 - 2 years)** |
| **Area of Interest/Position Title** | **Competencies/Skills/Knowledge required** |
| 1. |  |
| 2. |  |
| **My long-term career goals (3 - 5 years)** |
| **Area of Interest/Position Title** | **Competencies/Skills/Knowledge required** |
| 4. |  |
| 5. |  |
| 6. |  |

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| ***Developmental Assignments*** *(on-the-job learning):* What challenging assignments could I undertake to build my skills and assist in achieving my developmental goals? |
| **Goal #** | **Type of assignment**  | **Timeframe** | **Manager Sign Off** |
|  |  |  |  |
|  |  |  |  |
| ***Formal training/education*:** What specific training (including online training) and/or educational experiences can I use to develop my skills and assist in achieving my goals? |
| **Goal #** | **Type of training/education support** | **Timeframe** | **Cost estimate** | **Manager Sign Off** |
|  |  |  |  |  |
|  |  |  |  |  |

***Manager Support Needed for Success:***

***Other activities*:** What is needed to develop my skills and achieve my goals? (i.e. involvement in professional organizations, reading, mentoring, developing others, etc.)

**Individual Learning Plan progress notes:**