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

|  |  |
| --- | --- |
| **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. |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***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:**