To be completed by employees to identify, assess and plan to address development needs. Once drafted, use this document to consult with your direct manager to agree and implement development opportunities.

## **Employee details**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Reporting manager |  |
| Date |  |

## **Self-assessment**

Complete the following self-assessment in order to identify your strengths and weaknesses (opportunities). Address at least one personal goal (building your personal skills) and one professional goal (building your work-based skills) in your self-assessment as linked to a development area for you.

|  |  |
| --- | --- |
| Goal 1  What is your key objective, plan, activity?  (Word count: Up to 20 words) |  |
| Strengths  What was done well?  (Word count: Up to 30 words) |  |
| Weaknesses  What can be done better?  (Capture any skill and/ or knowledge gaps for development to achieve this goal.)  (Word count: Up to 50 words) |  |

|  |  |
| --- | --- |
| Goal 1  What is your key objective, plan, activity?  (Word count: Up to 20 words) |  |
| Strengths  What was done well?  (Word count: Up to 30 words) |  |
| Weaknesses  What can be done better?  (Capture any skill and/ or knowledge gaps for development to achieve this goal.)  (Word count: Up to 50 words) |  |

<<Add more goals tables as needed>>

## **Development plan**

Capture the priority areas for improvement and identify appropriate development opportunities as raised in your self-assessment. Include a plan for implementation (how and when it will be achieved) and once actioned the date completed is to be added.

Address at least one personal and one professional area for development in your plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Area for development  (Word count: Up to 10 words each) | Development opportunity  (Word count: 10-30 words each) | Plan to implement  (How and when will this be achieved?)  (Word count: 60-110 words each) | Date completed |
|  |  |  |  |
|  |  |  |  |

<<Add more lines as needed>>

## **Approval**

Capture the required approval to proceed with plan to implement development opportunities as outlined above.

|  |  |
| --- | --- |
| Manager name |  |
| **Manager title** |  |
| **Manager comments**  Outline any additional comments and/ or suggestions relating to the opportunities/ implementation plan above. |  |
| **Manager signature** |  |
| **Date approved** |  |

## **Reflection**

Employees fill in this section once they have completed their development opportunities as a self-reflection to identify the key take aways and value add of the development opportunity.

|  |  |  |  |
| --- | --- | --- | --- |
| Development opportunity undertaken  (Word count: Up to 10 words) | Development key deliverables or outcomes achieved  (What did the development teach you?)  (Approximate word count: 20-50 words) | Personal or professional implications  (Did this address the development need?)  (Approximate word count: 50-70 words) | Date of reflection |
|  |  |  |  |
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|  |  |  |  |

<<Add more lines as needed>>