|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Development Goal** | **Skill/Competence Being Developed** | **Action Steps** | **Success Measures** | **Target Completion Date** |
| **Goal #1** |  | **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |  |
| **Goal #2** |  | **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |  |
| **Goal #3** |  | **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |  |

**How will I know if the employee has achieved the goal?**

**What is the employee going to do?**

**How will the employee do it?**

**Success Measures**

* Set the expectation for gradual, realistic growth
* Are easily visible and therefore, measurable

**Development Goals**

* Include both strengths and development areas
* Are tied to performance goals

**Action Steps (use 70/20/10 Model)**

* Are taken by the employee **and by the manager (e.g., coaching)**
* Approximately 70% of action steps **by employee** should be focused on on-the-job experiences, and less than 30% should be formal classroom or online training, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name:** | | | **Manager Name:** | |
| **Development Goal** | **Skill Being Developed** | **Action Steps** | **Success Measures** | **Target Completion Date** |
| **Goal #1** |  | **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |  |
| **Goal #2** |  | **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |  |
| **Goal #3** |  | **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |  |
| **Goal #4 *(Optional)*** |  | **1.**  **2.**  **3.** | **1.**  **2.**  **3.** |  |