

Development Plan



Name: **Jordan Taylor**

Date: **5/18/23**

Professional development is about improving yourself through training, experiences, and behaviors that will ultimately help you grow as an employee, leader, and person. The starting point is a plan. This document will help you create a plan to ultimately help you learn and grow. When planning your development goals reflect on both your current skills and new skills you need to help you be more successful.

Development Planning Steps:

1. Determine where your strengths & development needs exist.
(Consider technical/functional knowledge, skills, competencies, feedback, performance reviews, etc.)
2. Select 1-3 areas of focused development that would be most impactful in achieving your goals.
(List them in the table and indicate with a check mark whether this is a strength or an area to develop.)
3. Create detailed action plans for each goal.

I will see the greatest impact on my success by focusing on the following areas:

| Competency/Behavior | Strength to Leverage | Key Area for Development |
|----------------------------------|-------------------------------------|-------------------------------------|
| Presentation Skills | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Delegating | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/> |

Create SMART goals. Make sure they are...

Specific: Well-defined, clear, and unambiguous

Measurable: Criteria that are verifiable indicators of progress

Achievable: Attainable and not impossible to achieve

Relevant: Relevant to your needs and goals

Timely: A timeline with milestones (e.g., start/finish date)

Goal #1: Improve my presentation skills

In the next 6 months, I will (Describe what you will achieve): **Practice presenting in front of others and get feedback**

So that (Describe the benefit or pay-off): **I can gain visibility and convey confidence, credibility, & knowledge**

Indicators of My Progress will include (How will it be evident to others): **Positive feedback from my leader and others, feeling more comfortable speaking in front of a group, and presenting a least once a quarter at work.**

| | Development Actions <i>Be sure to consider where you can connect your development actions to your business objectives.</i> | Target Date <i>When will you start and stop each action?</i> | Support Needed/ Barriers to Overcome <i>What help will you need and from whom? What barriers will you likely face?</i> |
|---|--|--|--|
| 1 | Join Toastmaster | 6/23 | Convenient in-person meeting? Possibly virtual? |
| 2 | Present in a Toastmasters Meeting | 8/23 | Click or tap here to enter text. |
| 3 | Present at the quarterly team meeting | 9/23 | Practicing with my leader |

| Quarterly Update | Progress toward Goal | Your Initials & Date | Leader's Initials & Date |
|-------------------------|--|----------------------------------|-------------------------------------|
| Initial Plan | There is agreement on the focus of development and the activities contained in this plan. | GL 5/24 | NH 5/24 |
| Update 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Update 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Update 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Review your progress with your leader every 120 days

Goal #2: Delegating to others

In the next 6 months I will (Describe what you will achieve): **Train my team member how to process applications**

So that (Describe the benefit or pay-off): **I can transfer increase their responsibility and knowledge and allow more time for me to focus on other projects**

Indicators of My Progress will include (How will it be evident to others): **My team member has successfully completed the applications process this fall and feels they have gotten the needed training and support from me**

| | Development Actions <i>Be sure to consider where you can connect your development actions to your business objectives.</i> | Target Date <i>When will you start and stop each action?</i> | Support Needed/ Barriers to Overcome <i>What help will you need and from whom? What barriers will you likely face?</i> |
|---|--|--|--|
| 1 | Create Training Schedule | 5/31 | Click or tap here to enter text. |
| 2 | Create SOP | 6/12 | Time-consuming |
| 3 | Meet with team member | 6/26 | Scheduling challenges |

| Quarterly Update | Progress toward Goal | Your Initials & Date | Leader's Initials & Date |
|-------------------------|--|----------------------------------|-------------------------------------|
| Initial Plan | There is agreement on the focus of development and the activities contained in this plan. | GL 5/24 | NH 5/24 |
| Update 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Update 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Review your progress with your leader every 120 days

Goal #3: Click or tap here to enter text.

In the next 6 months I will (Describe what you will achieve): Improve y presentation skills

So that (Describe the benefit or pay-off):

Indicators of My Progress will include (How will it be evident to others): Click or tap here to enter text.

| | Development Actions <i>Be sure to consider where you can connect your development actions to your business objectives.</i> | Target Date <i>When will you start and stop each action?</i> | Support Needed/ Barriers to Overcome <i>What help will you need and from whom? What barriers will you likely face?</i> |
|----------|--|--|--|
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

| Quarterly Update | Progress toward Goal | Your Initials & Date | Leader's Initials & Date |
|-------------------------|---|----------------------------------|-------------------------------------|
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