

# EMPLOYEE DEVELOPMENT PLAN

An employee development plan (EDP) is a tool managers and employees use to outline personal and professional growth goals, required skills, and specific training activities. This customisable template will help guide the process, ensuring clarity and focus on achievable outcomes.

## Step 1 - Discuss and set your employees' goals

### Purpose

The first step is to set clear, achievable career goals. This involves understanding and documenting both the employee's professional and personal aspirations. These goals will provide direction and motivation for the employee's development journey.

### Steps

- **Initiate the discussion**  
Discuss with the employee to understand their career aspirations. Ask them about their short-term and long-term professional goals.
- **Set career goals**  
Focus on specific skills the employee wants to develop in their current role or to prepare for future roles. These should be clear and actionable.
- **Explore aspirational goals as well**  
These should be personalised goals that can help employees contribute to larger organisational aspirations, while supporting their own growth and fulfillment. For example, advancing into a leadership role.

### Example prompts

- What specific skills or competencies would you like to develop over the next 6-12 months to improve your performance in your current role?
- Are there particular roles or projects within the organisation that you are aiming for soon?
- What are your long-term career aspirations? Where do you see yourself in the next five years?
- How does your personal development align with your professional growth?

### Section 1: Career goals

Goal 1:

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Goal 2:

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Goal 3:

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## Step 2 – Identify essential skills and training needs

### Purpose

Once career goals are set, creating a cohesive process that identifies essential skills needed to achieve them and outlines specific training activities to develop those skills is crucial. This ensures that employees recognise what skills they need and have a clear plan for acquiring them, fostering accountability and measurable outcomes in their development journey.

### Steps

- **Identify skills and applications**

Determine the essential skills needed for the employee's current and future roles. Discuss how they applied it in the past and what to develop it for the future.

- **Select development activities and define outcomes**

Choose appropriate training methods for each skill and outline measurable outcomes to track progress. Examples might include mentorship programs, online courses or cross-training activities.

- **Schedule reviews and evaluate progress**

Set regular check-in dates to assess development areas and address challenges. Adjust the plan as necessary to ensure continuous improvement and alignment with career goals.

### Example prompts

- What are the most essential skills for succeeding in your current role?
- Can you provide specific examples of when you have effectively used these skills in the past?
- Which skills must you improve or acquire to reach your career goals?
- Are there new skills or competencies that you need to develop to achieve your long-term career aspirations?

### Section 2: Required skills

Skills and applications	Development activities	Measurable outcomes	Next review date

## Step 3 - Follow up and review

### Purpose

This section ensures ongoing support and accountability for the employee's development journey. It emphasises the importance of regular check-ins to assess progress, address challenges, and make necessary adjustments to foster a culture of continuous improvement.

### Steps

- **Schedule regular check-ins**  
Determine the frequency of follow-up meetings to discuss progress and challenges related to the employee's development.
- **Review progress**  
Assess the outcomes of development activities against expected results and identify areas needing additional focus.
- **Address challenges and adjust development plan**  
Identify obstacles the employee faces, collaborate on solutions, and update the development plan to reflect new goals or skills.
- **Reinforce accountability**  
Encourage the employee to set personal milestones and actively seek feedback and support from peers or mentors.

### Example prompts

- How have you progressed towards your development goals since our last meeting?
- What challenges have you encountered, and how can we address them together?
- Are there any adjustments we need to make to your development plan based on your experiences?
- What additional support do you need to achieve your goals?
- How can we ensure you stay accountable for your development activities moving forward?

### Section 3: Follow-up

Skills	Progress review and feedback	Follow-up actions	Next review date

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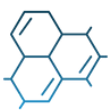
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