# **Sample Employee Individual Development Action Plan**

**Employee Name:**  **Date:**

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| **Professional Goals/Motivation** |
| What are my professional growth and career aspirations? How do I think these aspirations can best be met at the Bank?  |  |
| **Talents or Strengths To Use More (3-5)** | **Development Opportunities (3-5)** |
| What are your talents and strengths? | What knowledge or skills do you need to enhance? |
| **Focused Objective and Action Steps**What development goals do I have for the next 12 months? What specific actions can I take to achieve these goals?  |
| **Goal/Objective** | **Support/Budget/Resources Needed** | **Status/Progress** | **Target Completion Date** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

Supervisor Signature and Date: Your Signature and Date:

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