# **Sample Employee Individual Development Action Plan**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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:

­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_