### Employee Development Worksheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tr>
<th>Manager</th>
<th>Timeframe</th>
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**What do you need to learn for growth in current position?**

**Goals for Development** What do you want to accomplish?

**Areas of Development** What are your competencies and behaviors?

**How will you Achieve this Goal?** What types of activities will you complete?

**Resources Required** Budget? Time? Other?

**Who are your Champions?** Will anyone help you accomplish this goal?

**Anticipated Date of Completion**

**Evaluation Method** How will you know when you have been successful?

**What do you need to learn to achieve career goals or prepare for a future role?**

**Goals for Development** What do you want to accomplish?

**Areas of Development** What are your competencies and behaviors?

**How will you Achieve this Goal?** What types of activities will you complete?

**Resources Required** Budget? Time? Other?

**Who are your Champions?** Will anyone help you accomplish this goal?

**Anticipated Date of Completion**
APPENDIX C: 02

Evaluation Method
How will you know when you have been successful?

What personal interest would you like to learn related to your career?

Goals for Development
What do you want to accomplish?

Areas of Development
What are your competencies and behaviors?

How will you Achieve this Goal?
What types of activities will you complete?

Resources Required
Budget? Time? Other?

Who are your Champions?
Will anyone help you accomplish this goal?

Anticipated Date of Completion

Evaluation Method
How will you know when you have been successful?

Adapted from Longwood Gardens’ professional development planning tool