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EMPLOYEE DEVELOPMENT PLAN CHECKLIST

Checklist
Employee Development Plan

Why You Should Care

A development plan is the collection of milestones and goals that a person or organization plans to meet within a period of time. These milestones are time-bound benchmarks that help measure progress against goals. An employee development plan is critical element in any organization's HR practice to facilitate capacity building, employee engagement and accountability setting.

Follow this checklist to create your employee development plan. This plan should be aligned with your and your organization's vision

- ☐ **Professional goals** are guideposts for what you want to achieve and where you want to go in your career. They can be short-term or medium-term to help you develop professional skills relevant to your current or future role.

- ☐ **Personal goals** are goals related to your work, relationships, finances, habits, and other aspects of life.

- ☐ **An action plan** is a list of steps and tasks you need to follow through in order to achieve your goals and objectives.

- ☐ **Measure of success** is the standard by which a person or entity assesses whether or not they have achieved their goals.

- ☐ **Support** can be anyone in your professional or personal life however not restricted to people. You may also find support in literature, social media, or, technology. Think anything and everything that provides value and assists you with achieving your goals.

- ☐ **Start and end date** should always be made explicit, and they need to be determined by the person setting up the goals. Keep in mind that some goals may be ongoing and therefore do not have a specific end date. (e.g. organizational behavior, health)

- ☐ **Status (**typical types of status are: in progress, ongoing, completed, not started, paused) is always beneficial to be included, so you can stay on track as well as adapt based on the importance and urgency of a particular goal.