

WORKFORCE DEVELOPMENT PLAN

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HIGH POTENTIAL EMPLOYEE IDENTIFICATION

NAME	
POSITION TITLE	
UNIT	
YEARS IN CURRENT POSITION	
CURRENT SUPERVISOR	
TARGET POSITION	
KEY COMPETENCIES OF TARGET POSITION	

CANDIDATE IS READY: NOW	<input type="checkbox"/>
WITHIN 1 YEAR	<input type="checkbox"/>
WITHIN 2 YEARS	<input type="checkbox"/>
WITHIN 3 – 5 YEARS	<input type="checkbox"/>

ACTION PLAN	
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CAREER DEVELOPMENT PLAN WORKSHEET

NAME	
POSITION TITLE	
UNIT	
SUPERVISOR NAME	
SUPERVISOR TITLE	

LONG TERM GOAL 1	
LONG TERM GOAL 2	

LONG TERM GOAL 1	
LONG TERM GOAL 2	

LONG TERM GOAL 3	
LONG TERM GOAL 4	

SKILL AND COMPETENCY REQUIREMENTS

SKILL / COMPETENCY 1 TO BE DEVELOPED	
TRAINING ACTIVITIES	
TARGET DATES	
ASSOCIATED COSTS	
RESULTS	

SKILL / COMPETENCY 2 TO BE DEVELOPED	
TRAINING ACTIVITIES	
TARGET DATES	
ASSOCIATED COSTS	
RESULTS	

SKILL / COMPETENCY 3 TO BE DEVELOPED	
TRAINING ACTIVITIES	
TARGET DATES	
ASSOCIATED COSTS	
RESULTS	

SIGNATURES

The plan provides an opportunity to demonstrate career potential and is not a guarantee of a promotion. The plan should be evaluated at least every six months and adjusted as needed based on organizational and / or personal priorities.

EMPLOYEE SIGNATURE	
EMPLOYEE NAME & TITLE	
DATE	

SUPERVISOR SIGNATURE	
SUPERVISOR NAME & TITLE	
DATE	