**Employee Development Plan Template**

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| **Department/Agency:** |  |  | **Supervisor name:** |  |
| **Employee name:** |  |  | **Supervisor title:** |  |
| **Current position title:** |  |  | **Position(s) identified:** |  |
| **Development timeline:** |  |  |  |  |

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| **Training/Development Objective** | **Competencies/Skills to Develop** | **Employee Actions** | **Resources Needed** | **Timeframe** | |
| What specific education, experience, mentoring, continuing education, etc., is needed? | What specific competencies, skills and/or experiences will the employee be developing by completing this objective? | What specific steps must the employee take to acquire the competency, skill or experience? | Money, Time, | Start | Complete |
| Education | | | | | |
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| Experiential Development | | | | | |
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| Leadership Development | | | | | |
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| Competency Development | | | | | |
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