

Performance Development Plan 2004-05

(DISCUSSED, PREPARED and AGREED upon with employee in July/August)

Name: _____ Title: _____

Department: _____ Date: _____

Development Goals

This section provides an action plan for performance development and itemizes steps I am going to take to address three **Suggested Areas for Development** from my Coaching Worksheet. If your supervisor has identified any **Required Areas for Improvement**, they must be listed as goals on this sheet.

Goal 1 _____

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Goal 2 _____

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Goal 3 _____

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Strengths

In this section I document how I will capitalize on one of my strengths listed on the Coaching Worksheet

Goal 1 _____

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Comments

Employee: _____ Date Agreed to: _____

Supervisor: _____ Date of Discussion: _____