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| **Action Plan** for professional and personal development – described as concrete goals |
| **Goals** | **Metrics** | **How?** | **Support** | **Potential barriers/dilemmas** | **Deadline** | **Status** |
| What are your goals? Try to list three short term goals that can be accomplished within the next 6 months or so and one or two long term goals that can be achieved over a longer period. | What is the success criterion for the goal?How will you measure that the goal has been achieved? | How will you achieve your goals? Which activities must be initiated? | Who will you involve?What is their role?What additional tools or training will you need? |  | On what date is the goal reached? |  |
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| Follow up dates (Date for next development meeting) |
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| Employee comments and/or suggestions for supervisor or departmental development |
| Date |  | Discussed by |  | and |  |  |
|  |  |  | Supervisor |  | Plan Owner |  |