

Employee Development Plan Template

A forward-looking plan to build skills, close capability gaps, and support career growth.

Employee / Meeting Information

Employee Name:		Manager Name:	
Job Title / Level:		Department:	
Plan Start Date:		Plan End Date:	

Skills & Capability Gap Analysis

#	Skill / Competency	Current Level (1–5)	Target Level (1–5)	Gap / Priority	Urgency (H/M/L)	Review By	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Support & Accountability

Resources / Budget Available:
Manager's Commitment & Support:
Employee's Commitment Statement:
Overall Progress Rating at Plan End (1–5):
Key Outcomes Achieved:
Recommended Next Development Focus:

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Development Activities Plan

#	Development Activity	Type	Target Skill	Success Measure	Start	End	Status

Milestones & Progress Check-Ins
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Milestone	Target Date	Achieved Date	Evidence / Notes	Next Step

Rating Scale Legend

5 – Outstanding	Consistently exceeds all expectations; role model performance.
4 – Exceeds Expectations	Frequently surpasses targets and requirements.
3 – Meets Expectations	Consistently fulfills all job requirements.
2 – Needs Improvement	Partially meets expectations; development required.
1 – Unsatisfactory	Fails to meet basic requirements; immediate action needed.

Sign-Off & Acknowledgement

Employee Signature:	Date:	Manager Signature:	Date:	HR Signature:	Date: