# Name: Sally Sample

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| **Development Goals** | **Action Plan****Developmental Activities & Resources** **(What, Who & How)** | **Time Line**  **(Target Dates)** | **Criteria for Success**  **(What will successful outcomes be?)** |
| *A brief description of the knowledge, behaviors, or skills that you need to develop in order to achieve career or life goals.* | *Specific knowledge or skill-building practice opportunities. This may consist of on-the-job activities, tools and programs to acquire information (e.g., classes, books), and/or regularly scheduled feedback sessions with others.* | *The target dates by which the action steps will be completed.* | *How will you know when you have reached the objective?* |
| People Development – Increase the amount of time spent on people development, provide consistent coaching and feedback. | Set aside time for monthly one-on-ones with Management Team.  Provide consistent, specific and timely feedback to Associates.  Routinely check-in with Associates regarding both accomplishments and issues of concern.  Identify high potential people; ensure delivery of appropriate developmental resources. | By end of May 2010  By end of May 2010  Ongoing  Ongoing | Conducted one-on-ones routinely.  Am able to clearly articulate the strengths and areas of development for my staff.  Targeted key people as high potential; continuously building a strong “bench.” |
| Interpersonal Skills – Improve ability to handle difficult or confrontational Associates. | Discuss regularly with Manager difficult or confrontational Associate issues.  Identify peer with strong skills in this area, watch, discuss, and demonstrate this skill to peer.  Review issues together with Associate and work on win-win solutions. | April 2010  April 2010  May 2010 | Demonstrate to Manager a superior ability to handle difficult or confrontational Associates.  Track key challenges and mutually agreed upon solutions. |