

Development Plan Example

Name: XXXXX		Current Role: Commercial Bank Team Leader	
Date: January 15, 2015		Accountability Coach and/or Stakeholders: XX, YY	
MY CAREER		<i>Where Do I Want to Go?</i>	
What do you want to be doing in the next 1-2 years? <i>(Can include your current role or other specific jobs for which you are now or close to being ready for.)</i> Commercial Bank Executive		What do you want to be doing longer-term in the next 3-5 years? <i>(Describe the function or type of work.)</i> Bank President	
MY DEVELOPMENT		<i>How Do I Get There?</i>	
Competency Area <i>(Note area of focus)</i>	Action Plan <i>(What are the key steps & resources, including stakeholders, to accomplish this objective)</i>	Timing <i>(Dates for each tactic)</i>	How Will You Know You Met Objectives <i>(On-the-job outcomes, behaviors changed, etc.)</i>
Strength(s) to Leverage: Talent Management- Motivate, coach, and develop to bring out the best in others	1) Review the development plan of every direct report to give career guidance and be accountability coach 2) Lead town hall meeting to relay strategic message and motivate employees Stakeholders: Boss, peers, direct reports	Mid-year Month of March	Top 25% on gallup employee engagement question Q6, "someone at work encourages my development" and Q8, "mission or purpose of my company makes me feel important"
Development Opportunity: Situational Leadership- Adapt my style/methods to the circumstances and unique human dynamics	Solicit my HR partner and other critical stakeholders to evaluate and provide feedback on my delivery of messages on conf calls and at team meetings. Stakeholders: HR, peers, boss	Ask for feedback monthly	End of year 360 degree feedback will show improvement in this area
PROGRESS DISCUSSION NOTES		<i>How Am I Doing?</i>	
My Notes:			Date: