

Employee development / shared plan

Agree each goal and what progress will look like. Choose practical activities, record the support needed and set a review date.

Staff member / role

Manager

Plan period

First review date

Development goals

Goal / skill	What progress looks like	Activities / practice	Support / who helps	Target date

Progress reviews

Review date

Goal / evidence of progress

Next step / adjustment

Owner / next review

Plan agreed by / date: _____