

Strengths		Key Achievements
	Weaknesses	

Career Goals / Personal Goals	
6-12 months	
2-5 years	

TOP 5 – Core job duties in current role (any continuing education for core job responsibilities takes precedent over next page)		
Core Job Responsibility	Measure	Learning needed to grow / deal with changes
1.		
2.		
3.		
4.		
5.		

Development Areas to Focus On		
Goal (2 job related / 1 personal)	Measure of Success (deliverable / date)	What support do I need from this group? My leader?
1.		
2.		
3.		

Commitments

Date to review progress? _____

Who owns asking for help or changes? _____

Signature – Individual

Signature – Leader / Key Supporter

NOTES

Strengths: Gallup defines strengths as something you can do happily, repeatedly, and successfully. Their formula is: Strength = Talent + Skill + Knowledge.

Career Goals / Personal Goals: Identify one or two roles or things you want to accomplish in the time period mentioned.

Core Job Duties:

- Identify the most important things required by your role. Be specific enough that measures can be established and changes that are coming can drive needs around development. For example, if managing projects to completion is a key task, do not list every project being managed. Make a general statement and list the measures used to define success. (cost, timing, quality, customer satisfaction)
- Limit to top 5-7 items.

Development Areas to Focus On:

- All of these targets are longer term goals that are above and beyond daily work – so focus on one or two at a time and review progress every four to six months to 1) Remind both parties in this (leader and follower) that these are goals 2) Get feedback on learning progress and level of confidence that leader has in your ability to be solo in these areas.
- Ask the assistance of a few trusted people to help you identify changes you could make and get feedback from them on how you are doing.
- Review progress on development areas with leader every 3 - 6 months to get feedback on progress and adjust priorities/action plans as needed.