

DEVELOPMENT PLAN EXAMPLE

Use the worksheet on the second page to fill out your personal development plan in detail.

Here is an example:

Objective: Gain knowledge of the client to better anticipate changing client needs and enhance recruiting practices.

Action Steps:

- Meet with Mike, identify opportunities for exposure, prepare approach document.
- Choose three clients, partner with a member of Mike's group and prepare briefing document.
- Participate in three client visits, conduct a teach-back for the HR Group.
- Identify, plan and execute two changes in your recruiting practices which would contribute to greater service for our customers.

Objective: Provide visible support of executive decisions on a consistent basis, proactively managing change in the organization.

Action Steps:

- Read the book, *Influence and Persuasive Selling*. Prepare a book report linking the techniques to your daily role.
- Prior to Monday staff meetings, prepare an agenda and speaking points and review with manager. When conducting the meeting, limit out-loud thinking or commentary regarding personal opinions.
- Identify and execute a briefing format which identifies upcoming decisions, key input from your area and business case analysis commentary.
- Join the branding team, taking the lead position in the brand roll-out campaign. Measure the effectiveness of your approach through both knowledge and acceptance-based evaluations. Create a "Lessons Learned" report.

cy wakeman

PERSONAL DEVELOPMENT PLAN

Name:	Position:
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Report To:	Division:
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Development Action Plan #1

Objective:

Action Steps:	1.
	2.
	3.

Completion Date:

Sponsor:

Development Action Plan #2

Objective:

Action Steps:	1.
	2.
	3.

Completion Date:

Sponsor:

Development Action Plan #3

Objective:

Action Steps:	1.
	2.
	3.

Completion Date:

Sponsor:

Notes:

Prepared By: (Participant)	Date:
Prepared By: (Manager)	Date: