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.
<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
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<td>Report To:</td>
<td>Division:</td>
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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:**

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<thead>
<tr>
<th>Prepared By: (Participant)</th>
<th>Date:</th>
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<td>Prepared By: (Manager)</td>
<td>Date:</td>
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