



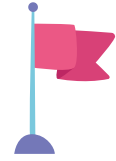
PERSONAL DEVELOPMENT PLAN

Name : _____



Position : _____

Development Goal : (Describe the skill, knowledge, or competency you want to develop.)



Rationale : (Explain why this development goal is important to you and your career.)



Start Date : _____



Review Date : _____



Action Plan : (List the specific actions you will take to achieve your development goal.)



Resources Needed: (Identify any resources, training, or support you will need to achieve your goal.)



Success Metrics : (Define how you will measure your progress and success in achieving your development goal.)



Additional Tips for Goal Setting:

- **Align with Company Goals:** Ensure that individual goals are aligned with team goals and the company's overall objectives.
- **Make Goals Challenging Yet Achievable:** Stretch goals can be motivating, but they should also be realistic and attainable.
- **Regularly Review and Adjust:** Goals should not be set in stone. Encourage employees to regularly review and adjust their goals as needed to stay on track.
- **Celebrate Successes:** Recognize and celebrate employee achievements, both big and small. This positive reinforcement can boost morale and motivation.
- **Provide Support:** Offer employees the resources, training, and support they need to achieve their goals.