**Individual Development Plan**

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| 1. **Background Information:** | | |
| **Employee Name:** | **Current Role:** | **Effective Date:** |
| 1. **Performance Summary (Summarize key aspects of the employee’s performance)** | | |
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| 1. **Development Goals:** | | |
| *Identify skills and knowledge that need to be acquired to either reinforce and enhance an area of opportunity or to leverage an area of strength. Identify any areas that are especially critical to address.* | | |
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| 1. **Action Plan** |

Use the following planning tool to highlight the knowledge skills and abilities that will be addressed for the employee in this development plans.

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| **Development**  **Goal** | **Achievement Goals** | **Achievement Review** | **Completion Date** |
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|  |  |  |  |

**Employee Signature**  **Date**

**Supervisor Signature**  **Date**