Employee development plan

*Fill in the following information to identify your future job objectives and create a step-by-step plan to achieve your career goals. Good luck from all of us at GoSkills!*

Name:

Current role:

Ultimate job objective:

Manager’s name:

Steps to achieving your ultimate job objective

What is your next job objective *(what is the next role you are seeking)*?

How does this objective relate to achieving your ultimate career objective *(how does this next role lead to your dream job)*?

How does your goal relate to the organization’s goals *(how does getting this role benefit the organization)*?

What skills or experience do you need to learn to achieve this goal *(what will you learn, e.g. advanced Excel skills)*?

What training or experience is required to gain the skills *(an online course, mentorship)*?

What resources are required *(money, time, help from others)*?

What is your deadline to gain the skills *(a realistic timeframe)*?

**Repeat this section for each job on your career path until you reach your ultimate job objective.**

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How does this objective relate to achieving your ultimate career objective *(how does this next role lead to your dream job)*?

How does your goal relate to the organization’s goals *(how does getting this role benefit the organization)*?

What skills or experience do you need to learn to achieve this goal *(what will you learn, e.g. advanced Excel skills)*?

What training or experience is required to gain the skills *(an online course, mentorship)*?

What resources are required *(money, time, help from others)*?

What is your deadline to gain the skills *(a realistic timeframe)*?