**Employee name:**

**Employee job title:**

**Date personal development plan created:**

**Date of review:** *(to be updated each time personal development is re-assessed)*

*To be completed by employee:*

**Career goals:**

* *Career goal one*
* *Career goal two*

**Expected timeline:**

* *As appropriate – within months or years*

|  |  |  |
| --- | --- | --- |
|  | **Employee comments** | **Manager comments** |
| **Key strengths** |  |  |
|
| **Areas to develop** |  |  |
|

**Employee strengths and areas of development**

*To be completed by employee and manager individually, prior to discussion in a personal development 121 session:*

**Objectives**

**Personal objectives**

|  |  |  |
| --- | --- | --- |
| **Personal objective one**   * *Define the objective succinctly* * *Ensure it is aligned with broader career goals and agreed with manager* | **Actions to be taken to meet this objective** | **Deadline** |
| * *Include sub-steps that contribute to the overarching objective* |  |
| **Personal objective two**   * *Define the objective succinctly* * *Ensure it is aligned with broader career goals and agreed with manager* | * *Include sub-steps that contribute to the overarching objective* |  |

**Work objectives**

|  |  |  |
| --- | --- | --- |
| **Work objective one**   * *Define the objective succinctly* * *Ensure it is aligned with business goals and agreed with manager* | **Actions to be taken to meet this objective** | **Deadline** |
| * *Include sub-steps that contribute to the overarching objective* |  |
| **Work objective two**   * *Define the objective succinctly* * *Ensure it is aligned with broader career goals and agreed with manager* | * *Include sub-steps that contribute to the overarching objective* |  |