

Employee name		Title		Title	
Supervisor name		Date start		Expected end date	

Plan overview Enter your long-term goal, how it supports company objectives, current skills, needed skills, and manager check-in schedule.	
Long-term goal	
How it supports the company	
Current skills	
Skills needed	
Check-in schedule	

Goal outline Write out actions, short-term goals, and deadlines to support progress toward your long-term goal.		
Action	Short-term goal	Deadline

Manager responsibilities	
List out how the manager will help their direct report, such as providing access to tools, extra training, obtaining budgetary approvals for certifications, etc.	
List	Due by date

Resources	
Provide a list of any resources available to the employee, such as on-demand training courses, professional development books, or company course reimbursements.	
Resource name	Description of resource

