

# SAMPLE WORKDAY DEVELOPMENT PLAN

## Employee Name

Employee Title (Employee Area)

Manager:

Evaluated By:

## Development Plan

Organization:

Location:

07/01/2021 - 06/30/2022

## Acknowledgement

### Manager

Entered by: Manager Name Here Date: \_\_\_\_\_

Status: Acknowledge Review with or without Comments

Comment: Manager comments will appear here

### Employee

Entered by: Employee Name Here Date: \_\_\_\_\_

Status: Acknowledge Review with or without Comments

Comment: Employee comments will appear here

## Development Vision

Reflect on your hopes for the future. Ask to talk to your supervisor about their hopes for your future and record your thoughts below.

Manager Evaluation

Response: Manager comment here

Employee Evaluation

Response: Employee comment here

What skills, knowledge, or growth might you need 3 years from now for that hope to be on track? 1 year from now?

Manager Evaluation

Response: Manager comment here

Employee Evaluation

Response: Employee comment here

What's ONE area of growth you could pursue THIS year?

Manager Evaluation

Response: Manager comment here

Employee Evaluation

Response: Employee comment here

## Development Goal

Employee Dev Goals will appear in this space (as entered and approved in Workday)

Additional Information: Employee response here

Due Date:

Status:

Completion Date:

## Development Plan

Step 1: How could you practice or learn more about this skill on the job?

Examples:

- Challenge goal – something new you can learn while on-the-job
- Stretch-assignment - something outside your current sphere of responsibility
- Opportunities in the context of your daily work

Manager Evaluation

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Response: [Manager comment here](#)

Employee Evaluation

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Response: [Employee comment here](#)

Step 2: Who might play a helpful role in this next year? A “developmental relationship” is a person that you can learn from or reflect with and can be internal or external to InterVarsity. Examples would include:

- Supervisors
- Mentors
- Peer Mentors
- Coaches
- Consultants

Manager Evaluation

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Response: [Manager comment here](#)

Employee Evaluation

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Response: [Employee comment here](#)

Step 3: Where or how will you receive training? “Training” is simply a learning source or avenue to grow in knowledge or skill. Examples would include:

- On-line classes
- Podcasts, Books
- Webinars/Seminars
- Local courses
- Peer learning groups

Manager Evaluation

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Response: [Manager comment here](#)

Employee Evaluation

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Response: [Employee comment here](#)

Step 4: Set a time for when you will meet with your supervisor to discuss your development goal and check-in on how the plan is going.

Manager Evaluation

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Response: [Manager comment here](#)

Employee Evaluation

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Response: [Employee comment here](#)