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| --- | --- |
| **Employee Name:** |  |
| **Title:** |  |
| **Supervisor:** |  |
| **Date:** |  |

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| **Development Goals & Action Plans** | | | | | | |
| **Development Goal** | **Fit with Vision/Mission/Values/Goals** | **Measurement of Achievement** | **Development Method** | **Timeline for Completion** | **Involvement of Others (Person, Team, Agency)** | **Updates** |
| **Example:** *Project management skills including budgeting and developing project charter* | *Goals – “Increase our knowledge and skills to do our jobs to the best of our ability…”* | *Able to manage an end-to-end project* | * *Internal project management program* * *Coaching from Sr. Project Manager* | *Dec 31, 2016* | *Sr. Project Manager* | *Project Management Training for August*  *cancelled – Investigating outside training resources – 8/20/2016* |
|  |  |  |  |  |  |  |
| **7 day Success** |  |  |  |  |  |  |
| **30 day success** |  |  |  |  |  |  |
| **60 day success** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Standardization of work** | Embrace Continuous Improvement & Innovation | Obtain customer feedback | Create survey | 3rd QTR |  |  |
|  |  | Assist in documenting metrics and reports |  | All Year |  |  |
| **Trainings** | On the Job |  |  |  |  |  |
|  | Stretch Interest |  |  |  |  |  |
|  | King County Cultural Competencies (ESJ, lean, customer service): |  |  |  |  |  |

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| **Manager Support Required** |
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