

# TEAM MEMBER DEVELOPMENT PLAN

by Beth Armknecht Miller



*When leaders neglect the development of their team members, not only are they holding back the potential of employees but impacting their own ability to be successful.*

Employee: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Dept: \_\_\_\_\_  
 Leader: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_

Title: \_\_\_\_\_  
 Code: \_\_\_\_\_  
 Code: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date \_\_\_\_\_

|           |  | Next 12 months | 12-24 months | 24-36 months |
|-----------|--|----------------|--------------|--------------|
| GOAL TYPE | Organizational/<br>Department Goals                |                |              |              |
|           | Individual Career and<br>Development Goals         |                |              |              |
|           | Competencies and Skills<br>to gain and strengthen* |                |              |              |
|           | Type of Training/<br>Development                   |                |              |              |
|           | Action Steps for<br>Employee* <i>see below</i>     |                |              |              |
|           | Resources Needed –<br>\$, Staff, Time, etc.        |                |              |              |

|           | Action Step | Due Date | Completion Date |
|-----------|-------------|----------|-----------------|
| GOAL TYPE |             |          |                 |
|           |             |          |                 |
|           |             |          |                 |
|           |             |          |                 |
|           |             |          |                 |

### Directions to Development Plan Form:

The first table of this plan should be developed on an annual basis in conjunction with the business planning process always looking into the future. This example uses a three-- year time frame to show the employee their path to progress and success.

There should be three people involved in the plan: the employee, the manager i.e. Leader, and the manager of talent development, ie Reviewer. The line items with an asterisk should be developed jointly between the employee and manager. The Reviewer's role is to insure that resources are in place or will be available to support the plan.

The action steps should be developed by both the manager and employee and, identified on a quarterly basis. The progress should be monitored and reviewed each quarter to allow for corrective actions should a goal slip.

Beth Armknecht Miller's passion for learning, and dedication to helping others, are strands woven throughout her distinguished career, which continue to guide her work with Executive Velocity, a top talent and leadership development advisory firm.

### *To Your Leadership Success*



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