

Development Action Planner



Name:		
Date:	General Manager:	
Development Goal <i>To be completed by GM</i>		
Development Action Planner Purpose <i>(Circle the applicable reason.)</i>		
Skills	Performance	Behavior
Goal(s):		
Strategic Focus Contribution; People		
Strategic Focus Contribution; Brand Recipe		
Strategic Focus Contribution; Fiscal Responsibility		
Individual Growth Contribution		
Target Completion Date:		

Development Action Planner



Learning Plan

To be completed by GM

Learning Acquisition Plan

How will you acquire the knowledge/skill/experience?

Learning Application Plan

How will you apply the knowledge/skill/experience in your role?

Support and Measurement Plan

To be completed by GM

What challenges may arise and how will you overcome them?

What support and/or resources will you need along the way?

What are the key identifiers that will show your progress?

Development Action Planner



Results

To be completed by GM

Learning Acquisition Results

Conclusions

Did you learn what you set out to learn (knowledge/skill/experience)? Why/Why not?

Learning Application Results

Did you achieve your development goal?

Yes

No

Partially

Completion Date:

How did you apply what you learned?

What were the personal and organizational payoffs?

Insights

To be completed by developing manager

Reflect on some of the following questions and write your comments below:

What worked well? What didn't? Why?

What was most unexpected, gratifying or challenging in this development process?

As a result of this development experience, what will you do differently in the future?

What additional opportunities do you have to apply your new knowledge/skill/experience?

What unplanned opportunities did you have to build knowledge/skill/experience? What were the results?

