

This worksheet will assist you in reviewing options to establish a Development Plan which will maintain your skills sets, and support future growth and / or career goals. Discussing your plan with your manager will ensure that your develop plan is aligned with the skills expectations to support success in your current role and future aspirations.

**Your Goals & the Past Year**

Think about challenges that you have faced in the past year, what factors do you feel would have helped you to achieve your goals? How will this inform your individual development plan for the coming year?

Goal	Strengths to Leverage	Skills & Abilities to Develop	Areas to Improve	Other Assistance Needed
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**Your Goals & the Coming Year**

What can I do to achieve my future goals?

What immediate resources are available to me? (trade, magazines, professional associations, tuition assistance)

What long-term resources can I use?

How can my manager support me?

### **Your Goals & Your Career**

How will achieving the goals I have set for the coming year help me to accomplish my career goals?

What support and training do I need in order to reach my future goals and to maintain my current skill set?

What additional skills do I require to achieve my goals? How will I attain them?

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What changes are occurring in my department that will require me to update my skills?

Are there any accommodation needs that I require to support my learning?