Development Plan Template

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| **Name**John Smith | **Group**Exploration and Production | **Job Position**Operations Supervisor | **Date**9/24/2020 |

Individual development is an investment towards continual improvement. The intent of this development plan is to showcase the individual’s skills and to plan to expand their capabilities and prepare for future roles.

The form should be completed by the employee with input and review from their manager.

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| **Strengths**  |
| Individual should |
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| **Opportunities for Improvement**  |
| Individual should |
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| **Development Focus Areas** |
| Individual should |
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**Individual Development Plan**

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| Experience | On the Job Development | Timeframe | Check inDate | Completed Date |
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|  |  |  |  |
| Comments |
| Mentorship | Mentorship / Observation | Timeframe | Check inDate | Completed Date |
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|  |  |  |  |
| Comments |
| Professional Development | Timeframe | Check inDate | Completed Date |
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|  |  |  |  |
| Comments: |
| Training | Courses/ Workshops | Timeframe | Follow Up Date | Completed Date |
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|  |  |  |  |
| Comments |
| Continued Learning | Timeframe | Follow Up Date | CompletedDate |
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|  |  |  |  |
| Comments |