**Quick Development Plan**

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| **Employee Name** |  |

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| **Goals** | **Near Term** | **Longer Term** |
| **Results, performance, and achievements** |  |  |
| **Initiatives started/completed** |  |  |
| **Attitudes/behaviors demonstrated** |  |  |
| **Skills learned** |  |  |
| **Knowledge gained** |  |  |
| **What the Employee will do to achieve above** | **Description** | **By When?** |
| **New Assignments and challenges** |  |  |
| **Key people, mentors, relationships** |  |  |
| **Feedback and advice** |  |  |
| **Formal training programs/conferences** |  |  |
| **Join new organizations/networks** |  |  |
| **Read and conduct self-study** |  |  |
| **Coaching** |  |  |
| **Other** |  |  |