



Development Planning Worksheet — For Managers

Use this worksheet to identify an employee’s development needs in order to be ready for advancement.

Employee Name:

Current Role:	Projected Future Role:
Employee’s Strengths:	Strengths Needed for the Future Role:
Gap Between Current Strengths and the Strengths Needed for the Future Role:	
Specific Development Goals to Bridge the Gap:	Planned Development Activities to Work Toward Goals*:

*Track using the Individual Development Plan