



Team Development Tracker — For Managers

Use this worksheet to consider and track at a glance team members' readiness for advancement and development needs. Using initials, plot each team member below. Then, note observations for what each person needs and how you can help them learn, develop and advance. Note: Exceptional performers will be categorized in either Step 3 or 4.

	Step	Employee	What Employee Needs to Move to Next Step	How I Can Help
4.	Ready for career advancement			
3.	Needs development to be ready for career advancement			
2.	Needs development to be an exceptional performer			
1.	Needs development to be an acceptable performer			