**Personal Development Plan**

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| --- | --- |
| **Employee Name:** |  |
| **Supervisor Name:** |  |
| **Date of PDP Agreement:** |  |

**Subject:***Written Agreement of Personal Development Plan*

The purpose of this Personal Development Plan (PDP) is to identify Professional Goals and aspirations, Strengths and talents, Development opportunities and to develop Action plans to achieve them.

This agreement serves as a written development plan to help you work towards the level of performance needed to be successful to achieve your goals.

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| --- |
| *Strengths and Talents* |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |
| --- |
| *Goals (Including promotional / next role)* |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

|  |  |  |
| --- | --- | --- |
| ***Action Step*** | ***Target Completion Date*** | ***Actual Completion Date*** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Follow-up Plan:**You will be expected to make regular progress on the plan outlined above. Arca Lending realizes that expected time to completion is subject to the needs of the business, however the driving factor is up to the individual.

The Personal Development Plan does not alter the employment-at-will relationship. Should you have questions or concerns regarding the content, you will be expected to follow up directly with your direct supervisor or the Managing Director of Human Resources.

Your supervisor will review your progress on each of the above items at minimum every *30 days*. Successful completion of Goals and Action Steps does not guarantee promotion, wage increase or job change, as such changes are subject to business needs.

As always, your supervisor and/or Human Resources is available to discuss any concerns you may have while working on this PIP.

***AT-WILL EMPLOYMENT:***This PIP is not meant to alter the employment at-will relationship. Either you or Acra Lending may **terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with**Acra Lending **for any set period.**

**Action Plan Examples:**

* Mentor others
* Learn from a mentor
* Complete development course
* Join a professional organization
* Earn professional certifications
* Present or lead meetings
* Cross-train for another position
* Attend professional conferences or seminars
* Create learning programs for others on your team
* Take on more challenging tasks in your current role
* Conduct an informational interview with
* Coordinate team-building events
* Volunteer with community groups

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

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Human Resources Signature Date