

Performance Development Plan Format

Employee Name:

Position:

Department:

Reason for Evaluation: Quarterly/Other? _____

Job Description:

Performance Goals:

List the employee's most important work performance goals for the period.

Specific Duty	Goal	Tools Needed for Goal	Completion Date

Additional Tools or Training Needed:

Discussion and Measurement:

Personal and Professional Developmental Goals:

List the employee's most important personal and professional developmental goals for the period.

Specific Duty	Type of Training Required	Why this training?	Objective and desired outcomes to be achieved.	Completion Date

Additional Tools or Training Needed:**Discussion and Measurement:****Employee Comments:****Employee Suggestions for Supervisor or Departmental Development:**

I _____ accept and approve this plan which serves as a binding agreement of Learning that needs to take place and is in line with the organisations Talent Management, People Development Objectives, and commitment to lifelong learning. The plan is in accordance with Legal Frameworks and an official process of the organisation's internal skills development processes.

Approved Talent Manager:

Date:

Date for Next Development Meeting:

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Talent Manager Signature:

Date: