



Employee Growth Plan Template



Date: _____

Employee Information

1. Name: _____
2. Designation: _____
3. Department: _____

Current Position Analysis

Roles and Responsibilities	Competencies

Career Goals and Aspirations

- Short-Term Goals (3-6 months): _____
- Long-Term Goals (1-3 years): _____
- Desired Future Roles: _____
- Motivations: _____

Development Plan

Required Skills and Experience	Action Steps	Timeline
	<i>*Training</i>	
	<i>*Projects</i>	
	<i>*Education</i>	

Implementation Schedule

Activity	Duration	Completion Date

Support and Resources

Mentorship Opportunities: _____

Educational Resources: _____

Progress Tracking

Key Performance Indicators (KPIs): _____

Regular Check-Ins: _____

Review Schedule: _____