**Employee Development/Action Plan Steps – See Handout**

1. Gather input to determine where to focus (i.e. what new skills or behaviors are required to achieve this years objectives?)
2. Define one to four development goals for job duties.
3. Identify development activities that support achievement of your goals. Identify your objectives for each of your goals.
4. Record the selected developmental activities in the action steps column for each area of improvement.
5. Go over the development portion of the plan with your supervisor.
6. Monitor your plan monthly and make changes as needed.

Source: Adapted from Supervisor’s Performance Management Toolkit, Auburn University http://www.auburn.edu/administration/human\_resources/compensation/ccp/pm.htm