

# Performance Development Plan Template

You might be the best employee at your workplace but if you don't constantly work at your betterment, you aren't going to stay in the race. This is why we need to constantly work on our performance and its development just so that we can better our skills through assessment and planning.

A performance development plan is what professionals make and count on to get better in their performance. Such a plan is really important to be made by an individual or a company that aspires success.

## This is what a performance development plan usually consists of

Before you download one of the sample performance development plan templates that we have got for free, you should know what a plan such as that is usually made up of. Here are all the components of a performance development plan listed out for you.

- Your professional achievements, skills and vices are all to be listed out at the very beginning of each a plan.
- Goals that you, your company and your boss want you to reach are then set and a deadline to achieving them is usually set.
- A plan that will help you get there is then carefully chalked out.

Performance Development Plan Template
<b>Step 1:</b>
Write down 1-3 developmental goals related to areas you want to improve or performance issues that have been identified by your manager.
Development goals:
1. 2. 3.
<b>Step 2:</b>
<i>List 2-3 activities that will help you reach each goal. Be sure to specify how and when you will start and complete each activity.</i>
Activities:
Goal 1: Activity: How to accomplish: Starting date: Date of completion:

Goal 2:
<b>Step 3:</b>
<i>List any resources you will need to complete your development activities. (May include other people's time or expertise, funds for training materials and activities, or time away from your usual responsibilities).</i>
Resources:
1.
2.
3.
<b>Step 4:</b>
<i>Indicate how you will measure the accomplishment of each developmental goal, using 2-3 different indicators when possible.</i>
Measurement criteria:
1.
2.
3.
<b>Step 5:</b>
<i>Identify ways in which your manager will support your development activities.</i>
Management support:
1.
2.
3.
<b>Step 6:</b>
<i>Describe when and how progress checkpoints will occur (e.g., memos, phone calls, meetings, etc.) and what developmental activities will be completed or discussed at that time.</i>
Progress checkpoints:
Checkpoint 1 Date: Time: Type of follow-up: meeting (i.e., meeting): Progress expected: Activity change/addition (if needed)