**Individual Performance & Development Plan**

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| **Department** |  | **Team/Department** |  |
| **Manager Name** |  | **Date** |  |

**Section 1: Team Performance Goals**

*These goals relate to the skills and knowledge you need to develop to contribute to the team’s performance goals*

Use the following as a guide to identify the types of activities recommended

Mostly: informal, non the job, projects, practice, job rotation

Occasionally: coaching, mentoring, learning from others

Consider: formal training activities or courses

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| Team Performance Goal | My Individual Contribution Goal | Due Date | Additional skills and knowledge that I require in order to achieve this goal | Learning and Development Activities |
| *This should be drawn from the Team Performance and Development Plan* | *This must be expressed as a SMART goal. [Specific, Measurable, Achievable, Relevant TO departmental/ organisational goals and Time-bound]* |  | *What additional capabilities are required?* | *What are the recommended Learning and development activities and identify the type (using the legend provided)* |
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**Section 2: General Capability Development Goals**

*These goals relate to the skills and knowledge you need to develop to improve your performance in your current position*

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| Goal | Skills and knowledge required | Due Date | Recommended learning and development activities | Other support or resources required. |
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**Section 3: Short Term Career Goals (1-2 years)**

Use the following legend to identify the types of activities recommended

Mostly: informal, non the job, projects, practice, job rotation

Occasionally: coaching, mentoring, learning from others

Consider: formal training activities or courses

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| Short term career goal | Capabilities that I need to develop in order to achieve this goal | Recommended learning and development activities |
| *This must be expressed as a SMART goal. [Specific, Measurable, Achievable, Relevant TO departmental/organisational goals and Time-bound]* | *Capability requirements* | *What are the recommended Learning and development activities and identify the type (using the legend provided)* |
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**Section 4: Long Term Career Goals (3-5 years)**

Use the following legend to identify the types of activities recommended

Mostly: informal, non the job, projects, practice, job rotation

Occasionally: coaching, mentoring, learning from others

Consider: formal training activities or courses

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| Goal (e.g. area of interest, position) | Capabilities that I need to develop in order to achieve this goal | Recommended learning and development activities |
| *This must be expressed as a SMART goal. [Specific, Measurable, Achievable, Relevant TO departmental/organisational goals and Time-bound]* | *Capability requirements* | *What are the recommended Learning and development activities and identify the type (using the legend provided)* |
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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee |  |  |  |
| Manager |  |  |  |

**Section 5: Review and follow up**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Progress Review (1)** | | | | **Progress Review (2)** | | | |
| **Planned Review Date** |  | **Actual Review Date** |  | **Planned Review Date** |  | **Actual Review Date** |  |
| **Feedback/Comments** | | | | **Feedback/Comments** | | | |
| **Employee Signature** |  | | | **Employee Signature** |  | | |
| **Manager Signature** |  | | | **Manager Signature** |  | | |