Development Plan Template

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| **Name**  John Smith | **Group**  Exploration and Production | **Job Position**  Operations Supervisor | **Date**  9/24/2020 |

Individual development is an investment towards continual improvement. The intent of this development plan is to showcase the individual’s skills and to plan to expand their capabilities and prepare for future roles.

The form should be completed by the employee with input and review from their manager.

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| **Strengths** |
| Individual should |
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| **Opportunities for Improvement** |
| Individual should |
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| **Development Focus Areas** |
| Individual should |
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**Individual Development Plan**

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| Experience | On the Job Development | Timeframe | Check in  Date | Completed Date |
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|  |  |  |  |
| Comments | | | |
| Mentorship | Mentorship / Observation | Timeframe | Check in  Date | Completed Date |
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|  |  |  |  |
| Comments | | | |
| Professional Development | Timeframe | Check in  Date | Completed  Date |
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|  |  |  |  |
| Comments: | | | |
| Training | Courses/ Workshops | Timeframe | Follow Up Date | Completed  Date |
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|  |  |  |  |
| Comments | | | |
| Continued Learning | Timeframe | Follow Up Date | Completed  Date |
|  |  |  |  |
|  |  |  |  |
| Comments | | | |