Individual Development Plan

_	•				
$\Lambda cc$	$\sim$	っキの		2 m	$\sim$
Ass	ULI	ale	. 17	alli	<b>.</b>

**Current Title:** 

Manager's Name & Title:

**Next 3 Scheduled Check-In Meeting Dates:** 

1.

Date:

Top 3 Capability (skills) Strengths: **Top 3 Capability Areas of Growth:** 

1.

2.

3.

2. 3.

1.

## **Development Plan**

bevelopment iun							
	Development Area	Goal	Action	Completed By	Progress / Comments		
hs	Example: Communication	Handle move out charges discussions	Complete 2 Customer Service Live Modules	9/15/21	1 CS Module completed on 8/17/21 and registered for second.		
3 - 6 Months							
l s							
12 Months							
6 - 1							
S							
12+ Months							
12+							

## Individual Development Plan

**Associate Name:** 

Manager's Name & Title:

**Associate Current Title:** 

Date:

**Next Scheduled Check-In Meeting:** 

Long Term Goal (1 -2 years):

Short Term Goals (3-6 Months):

3.

1.

2.

Current Focus Areas: Skills/Capabilities/Knowledge

Example: Accounting skills - deposit accounting

Opportunities to Practice: Activies/Projects/Tasks

Example: Shadow ACM on

processing 2 DAs

Resources and Support Needed:

Example: Need to schedule with ACM.

**Progress Notes and Comments:** 

Example: Practiced finding invoices and reviewed e-way policies for DAs.