

Annual Development Plan

CREATING OBJECTIVES

Consider the following areas as appropriate when developing 3-5 Objectives:

- **Professional Development:** *a degree or certificate completion*
- **Leadership Development:** *enhance strategic thinking and application*
- **Management Development:** *practice delegation and oversee a team project*
- **Role Development:** *strategically create and refine processes*

DEVELOPING CHARACTERISTICS

Examples:

- Willingness
- Humility
- Optimism
- Empathy
- Initiative
- Resourcefulness
- Curiosity
- Sense of Urgency
- Strategic
- Caring

ACQUIRING SKILLS

Examples:

- Presentation
- Delegation
- Adaptability
- Planning
- Technology
- Conflict Management
- Problem Solving
- Project Management
- Listening
- Analytical

Team Member Name:

Role:

Development Plan Start Date:

Leader Manager Name:

OBJECTIVES

List 3-5 Objectives for the next 12 months:

- 1.
- 2.
- 3.
- 4.
- 5.

CHARACTERISTICS

Identify 1-3 behaviors you want to develop:

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-
-

SKILL

Identify 1-3 abilities you want to acquire:

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-
-

Quarterly Goals

ENGAGE IN EXPERIENCES

Consider what **life**, **vocational** or **educational** experiences would contribute to or enhance your objectives.

- **Life:** Go somewhere you've never gone before or spend time with someone who "makes your stomach hurt!"
- **Vocational:** Join a professional association, mentor a new team member or lead a team project
- **Educational:** Consider completing a class, obtaining a certificate in your field or finishing a college degree

RECOMMENDED READING

We recommend all Team Members engage in continuous learning through reading or listening to books on a consistent basis. Below are our recommendations and suggestions.

All Team Members: 1 book per quarter

Suggestions:

- Emotional Intelligence 2.0
- The Platinum Rule
- Crucial Conversations
- Sacred Cows Make the Best Burgers
- StrengthsFinder 2.0

Leader Managers: 1-2 books per quarter
Executives / Directors: 1 book per month

Suggestions:

- The Advantage
- The One Minute Manager
- Developing the Leader Within You
- Radical Candor
- The Ideal Team Player

QUARTER GOALS on or before:	Date of Completion
Life:	
Vocational:	
Educational:	
Reading or Listening:	

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