

Individual goals

GOALS	COMMENTS	WHEN	PERSON RESPONSIBLE	FOLLOW-UP

This plan is to be followed up at the next staff appraisal and salary review.

Date

Employee

Manager

Professional development plan – short-term

Make a note of the development needs and the proposed measures that you identified during the appraisal and that you agreed upon. Clarify how this document will be kept for the next appraisal.

WHAT IS TO BE DEVELOPED? IN THE SHORT TERM (1 YEAR)	HOW IS THIS TO HAPPEN?	WHEN	PERSON RESPONSIBLE	FOLLOW-UP

GOAL OF THE DEVELOPMENT

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Professional development plan – long term

Make a note of the development needs and proposed measures that you identified during the appraisal and that you agreed upon. Clarify how this document is to be filed until the next appraisal.

WHAT IS TO BE DEVELOPED? IN THE LONG TERM (3 YEARS)	HOW IS THIS TO HAPPEN?	WHEN	PERSON RESPONSIBLE	FOLLOW-UP

GOAL OF THE DEVELOPMENT

This plan is to be followed up at the next staff appraisal.

Date

Employee

Manager