

Development/Action Plan

Employee Name:

Date of Plan:

A **development/action plan** is a document that helps a supervisor/managers list what steps should be taken to help their staff member achieve measurable/actionable goals to develop or improve performance.

The **purpose** of an **action plan** is to clarify what resources are required to reach the goal, formulate a timeline for when specific tasks need to be completed and determine what resources are required as well as expected outcomes.

Directions:

1. Use this form to develop a development/work plan for each goal identified.
2. Modify the form as needed to fit your unique context.
3. Discuss the development/action plan and expectation with your staff member.
4. Both the staff member and supervisor are required to sign and date to ensure a mutual understanding of the actions and expectations.
5. Both parties receive a copy of the collaboration.
6. Schedule a follow up meeting to discuss progress based on your timeline – weekly, bi-weekly, monthly etc.
 - a. Bring a copy to the meeting to review and update
 - i. Regular meetings should be scheduled to discuss progress and performance until the goal is achieve. This will be determined by the supervisor/manager.
 - b. Supervisors/managers may decide to develop new development/work plans for new phases of your reform effort.

S.M.A.R.T. Goal

A **S.M.A.R.T. goal** is defined as one that is specific, actionable/measurable, achievable, results-focused, and time- bound to help determine progress and/or improvement.

Goal/Objective:**Results/Accomplishments:**

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When? (Day/Month)</i>	Resources <i>A. Resources Available B. Resources Needed (financial, human, political & other)</i>	Potential Barriers <i>A. What individuals or organizations might resist? B. How?</i>	Communications Plan <i>Who is involved? What methods? How often?</i>
Step 1:			A. B.	A. B.	
Step 2:			A. B.	A. B.	
Step 3:			A. B.	A. B.	
Step 4:			A. B.	A. B.	
Step 5:			A. B.	A. B.	

Evidence Of Success *(How will you know that you are making progress? What are your benchmarks?)*

Evaluation Process *(How will you determine that your goal has been reached? What are your measures?)*

Staff Signature: _____

Date:

Supervisor Signature: _____

Date:

Next Meeting:

Development/action plans require follow up meeting to discuss progress and next steps.

Planned date of next/follow up meeting: _____