**EXECUTIVE DEVELOPMENT PLAN**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overall Performance Summary:**

*(Indicate recent performance including major accomplishments or performance issues.)*

**Key Strengths:**

*(List 2 - 3. Indicate key technical or professional competencies* *skills, or knowledge the person has.)*

**Development Needs:**

*(List 2 or 3. Indicate key experiences, skills, or knowledge the person lacks in order to move to the next level.)*

**Development Actions:**

*1. On The Job:* *(What new responsibilities do you plan to assign to help this person develop this year?)*

*2. Special Assignment: (What task force, projects, or special assignments will be given this year to aid development?)*

*3. Training: (What specific training or seminars are recommended this year for his/her development?)*

**Potential For Promotion:**

*(Indicate this persons readiness to be promoted to the next organizational level.)*

 Ready now for the next level.

 Ready in the next 24 months.

 Ready in 2 to 3 years.

**Recommended Next Position:** *(List the next assignment that* *would most benefit the individual in his/her development.)*