|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **image of the VA seal Department of Veterans Affairs** | | | | PERSONAL DEVELOPMENT PLAN | | | | | | | 1.Name of Employee | 2. Present | | 3. Grade | | 4. Care Line and Location | | | 5. Telephone No. | | | 6. Short-term Career Goals (1year) | | | | | 1. Long-term Career Goals (2-3 years) | | | | | | 8. Objective based on Core Competencies and Strategic Business Plan | | 9. Developmental Activities  (Include length, source, and location of activities if known)  If activity requires education, please include Education Category using key below | | | | | 10. Action  1= Approved  2= Disapproved  3= Deferred | | 11. Assessment  (\*Supervisor refer to key below) | | CORE COMPETENCIES | | **Activity Ed. Cat.** | | | | |  | |  | | **Personal Mastery** | |  | | | |  |  | |  | | **Technical Skills** | |  | | | |  |  | |  | | **Interpersonal Effectiveness** | |  | | | |  |  | |  | | **Customer Service** | |  | | | |  |  | |  | | **Flexibility/Adaptability** | |  | | | |  |  | |  | | **Creative Thinking** | |  | | | |  |  | |  | | **Systems Thinking** | |  | | | |  |  | |  | | **Organizational Stewardship** | |  | | | |  |  | |  | | **STRATEGIC BUSINESS PLAN OBJECTIVES:** | |  | | | | |  | |  | | **Improve Access to Knowledge**: | |  | | | |  |  | |  | | **Improve Health Care Value**: | |  | | | |  |  | |  | | **Improve the Health Status of the Veteran Population**. | |  | | | |  |  | |  | | **Enhance Employee Development** | |  | | | |  |  | |  | | **Improve Customer Service** | |  | | | |  |  | |  |   **ASSESSMENT KEY:**   |  |  | | --- | --- | | 4 | Developmental objective was accomplished | | **5** | Developmental objective was accomplished Although employee did not complete designated Activities | | **6** | Progress has been made in accomplishing the developmental objective but further development is required. | | **7** | Developmental objective not accomplished. | | **8** | Developmental objective no longer applies. |   **EDUCATION CATEGORY KEY:**   |  |  | | --- | --- | | **A.** | Career Management | | **B** | Information Management | | **C** | Organizational Performance | | **D** | New technology/ initiatives related to job functions | | **E** | Training relative to job-related patient education functions | |

Employee: Supervisor:

Mentor: