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| **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. Action1= Approved2= Disapproved3= 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: