

Personal Development Plan (Sample)

1. Employee Name Joan Doe	2. Position Title Trainer	3. Grade Level GS 7	4. Service/Department Training	5. Telephone No. xxx-xxx-xxxx
6. Short Term Goal (1yr. or less) Team Leader – Talent Development		7. Long Term Goal (2-3 years): Talent Development Supervisor		
8. Objective (s) based on Core Competencies: What goals do you want to accomplish based on the Core Competencies? My goal is to gain first-hand experience and knowledge across the core competencies defined for leadership so I'm effective in executing all the competencies. This will prepare me to be successful in leadership roles—both lateral and vertical-- within the VA.				
9. Leadership Core Competencies Goal(s)	10. Developmental Activity What activities will you do to accomplish the objectives? Include any source of activity and location (online, book, course).			
Leading People	Identify opportunities to lead local cross-functional teams, including Action Learning Teams: <ul style="list-style-type: none"> • Serve as chairperson for the 2016 ALIA Leadership Development Program focusing on team leadership and developing others • Seek to be an acting supervisor, when opportunities become available (On-going) • Serve as chairperson for the 2017 All-Employee Survey Task Force with focus on problem-solving and analytical skills • Serve as chairperson for the annual Augusta-VA Medical Center Community Open House focusing on selecting team members with appropriate skills and leading the project. 			
Partnering	Partner with VA HQ—e.g., VA Learning University-- to assess to-be-identified learning initiatives across all VA Medical Centers to get involved in. <ul style="list-style-type: none"> • Identify contacts to build relationships with within the VALU organization -1Q2016 • Seek to contribute to a VA-wide talent development or learning and development initiative to gain exposure beyond the Augusta VA Medical Center. • Develop relationships with stakeholders that manage talent development within the VA. • Complete informational interviews with Talent Development Supervisors in my VISIN Gain perspective of talent development beyond my local VA and share knowledge with local shareholders via white paper or a professional briefing. <ul style="list-style-type: none"> • Attend annual national / international conference focusing on talent development <ul style="list-style-type: none"> ○ I will use vacation days to attend conferences and negotiate with my supervisor to fund part of the conference while I will pay the difference. • Identify pertinent resources (articles, blogs, books) to stay abreast of talent management • Read on-line Human Capital Development plans for the Federal Government (source: OPM) and for the Department of Veteran Affairs 			
Global Perspective	11. Target Date/Timeline FY2015 & 2016 On-going 2017 2018 Time TBD based on when opportunity is identified On-going 1H2016 Annually starting 2015, attend one national conference. On-going			

	<ul style="list-style-type: none"> Review the VHA strategic documents to gain an understanding of human capital development strategies Gain a working understanding of our local VA Succession Planning; get involved if possible. 	
Leading Change	<p>Need to identify development opportunities Given the content of this plan, implementing some of these will constitute as 'leading change'.</p>	TBD
Results Driven	<p>Complete training initiatives and programs from beginning to end that foster employee accountability.</p> <ul style="list-style-type: none"> Communicate with supervisor/mentor to identify appropriate projects – June 2014 E.g., Design/Develop/Deliver an On-boarding training course for all new hires in 4Q15-YE16 <p>Complete training survey and focus groups for VA-Augusta to identify professional development needs. And write recommendations for changes for talent development based on a gap analysis of the leadership competencies and skills identified from the survey data.</p>	<p>June 2015 4Q15-YE16</p>
Business Acumen	<p>Join nationally recognized training associations to stay abreast of leading changes in the industry using forward-looking management principles.</p> <ul style="list-style-type: none"> Join the national chapters of American Society of Training and Development (ASTD) and Society of Human Resource Management (SHRM) by August 30, 2015 Join and be an active contributor to the Augusta chapters of ASTD and SHRM by August 30, 2015. <p>Earn Certification as a Certified Professional in Learning and Development during 2016-2017. Earn SHRM certifications: SHRM-CP and SHRM-SCP</p> <p>Start my Master's Degree in Talent Development.</p>	<p>August 30, 2015</p> <p>2016-2017</p> <p>2018</p>
	<p>Complete additional courses to prepare me for a leadership position; to be identified from conversations with my mentor/supervisor: E.G. Supervisory Training, Budgeting, Diversity, Technology/Tools</p>	On-going
Employee Signature		Date
Mentor Name/Signature		Date
Supervisor Name/Signature (Recommended)		Date