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**PROFESSIONAL DEVELOPMENT PLAN**

**Management Performance Review**

**Employee’s Name:**  **Title:** 

**Manager’s Name:**  **Plan Date:** 

**Overall Professional Development Goal:  **

**Development Areas**

Identify up to three areas for professional development and strengths which can be leveraged.

|  |  |
| --- | --- |
| **Development Opportunity #1:** |  |
| Responsibility |  |
| Status/Action Taken |  |

|  |  |
| --- | --- |
| **Development Opportunity #2** |  |
| Responsibility |  |
| Status/Action Taken |  |

|  |  |
| --- | --- |
| **Development Opportunity #3** |  |
| Responsibility |  |
| Status/Action Taken |  |

**Signatures/Dates:**

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next level Management Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_