Training Programme

Employee Development-Mock Template for a Professional Growth Plan



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**Project Name:** Bridging the gap between VET and business: Modern talent management and analytics 4.0 for SMEs in Europe
**Project Acronym:** Talent 4.0
**Project Number:** 2018-1-AT01-KA202-039242



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**Professional Growth PLAN FORM**

Employee‘s Name: Manager’s Name:

Department:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Dimension** | **Goals** | **Support - Action Required** | **Barriers & Steps to Overcome them** | **Expected results (e.g. measure of success)** | **Notes** |
| OPERATIONAL |  |  |  |   |  |
| LEADERSHIP |   |  |  |  |  |
| MANAGEMENT |  |  |  |  |  |
| RELATIONSHIP |  |  |  |  |  |
| INNOVATION |  |  |  |  |  |

Employee’s Signature……………………………….. Line Manager’s Signature .....................................

Date of discussion ………………………………........ Date of next discussion..........................................

**EXAMPLE: Professional Growth PLAN FORM**

Employee‘s Name: Andrew Johnson (Marketing Assistant) Manager’s Name: Katya Kyrilov (Head of Marketing)

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| --- | --- | --- | --- | --- | --- |
| **Performance Dimension** | **Goals** | **Support - Action Required** | **Barriers & Steps to Overcome them** | **Expected results (e.g. measure of success)** | **Notes** |
| OPERATIONAL | Take a Multimedia online course  | Organisation to approve the cost of the course | Find a course that is not expensive but of good quality that will easily be approved | Course to be completed by the end of October and course work examples to be used for our Twitter, LinkedIn & Facebook business pages by the end of November | Attending such a course will help me improve my knowledge on social media campaigns |
| LEADERSHIP | Lead a project team  | Coaching and mentoring from line manager | It is considered too early to be given a project team this year. Will need to find other ways to develop leadership skills | Convincing others to my point of view and getting them to work with me on certain projects or tasks, following my vision and direction. | My longterm goal is to develop into a leadership role within the organisation. Having the opportunity to lead a project team will help me develop leadership skills |
| MANAGEMENT | Manage a project from start to finish, including proposal writing and budgeting | Regular feedback from my manager to ensure I’m managing the project correctly | Finding a project that is relevant but not from a very expensive client account for a junior employee may take time | Once the appropriate project is found it will need to be completed in time, within budget, having delivered a quality product for the client. | My line manager will search for an appropriate project to assign this year. |
| RELATIONSHIP | Work closely with XYZ stakeholder on the ABC campaign to build a long-term relationship and further grow my network |  |  |  |  |
| INNOVATION | Come up with a unique idea for Brand A’s summer marketing campaign that will be put forward to the client as part of their 3 options presented from us | I may need help from colleagues to brainstorm ideas | I will need to work on at least 3 unique ideas of my own to expect to get 1 of them put forward | Find  |  |

Employee’s Signature……………………………….. Line Manager’s Signature .....................................

Date of discussion **15/6/2020** Date of next discussion **15/6/2021**

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