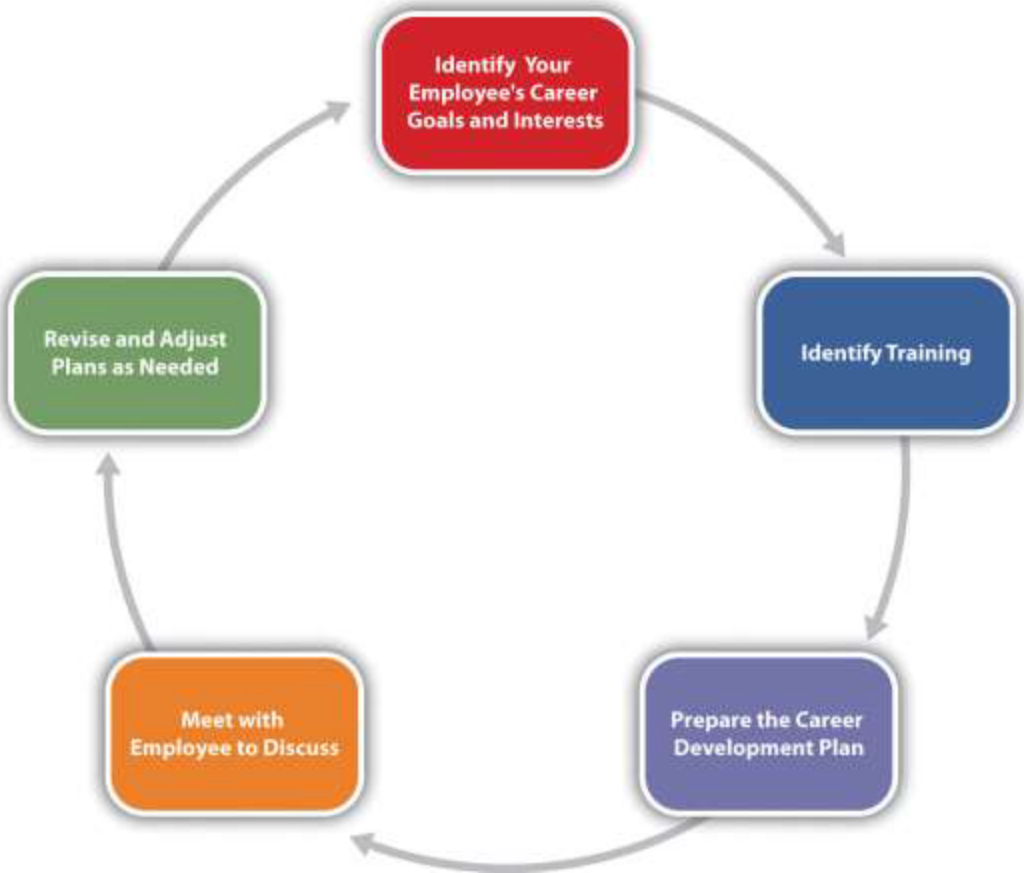
Identify Your Employee's Career Goals and Interests
Identify Training
Prepare the Career Development Plan
Meet with Employee to Discuss
Revise and Adjust Plans as Needed