



Employee Development Plan for Cobb County Government Creating Opportunities for Success

Employee's Name _____

Department _____ **Org #** _____

Supervisor's Name _____

The Employee Development Plan is designed to assist individual employees with planning for their professional and personal development.

This individualized plan is a partnership between the employee and the supervisors that involves

- 1) Improving performance in the present job**
- 2) Career planning and development**

The Employee Development Plan includes:

- 1) Employee Self-Assessment
- 2) Development Plan
- 3) Required Certifications
- 4) Additional Development Activities
- 5) Career Development (Optional)

In the development planning process, the employee takes the lead by self-assessing skills and career interests. The employee communicates to the supervisor the development areas and career goals; the supervisor serves as a coach and advisor. Together, they create an action plan for improving the identified development areas.

The development plan should balance the employee's needs with that of the supervisor, work unit, and Cobb County Government. The employee development plan is not to be used for disciplinary action; it is instead a tool to be used to foster continuous improvement

**Essential Job Skills
Employee Self-Assessment**

Directions	Group 1	Group 2
<p>1. Determine the employee's group by referring to EDP page on the CobbWeb (Under C.O.B.B. Academy).</p> <p>2. Review the essential job skills listed for the employee's level. A definition of each of these skills is on the EDP page on the CobbWeb.</p> <p>3. Employee completes self-assessment by checking areas where development is needed.</p> <p>4. Employees review this with the supervisor at the Development Meeting that takes place during the 2nd progress discussion.</p> <p>5. On the next page, the employee and supervisor create a development plan for each area identified in the self-assessment.</p> <p>6. After discussion with employee, submit this form to your department representative.</p>	<p align="center">Development Area</p> <p>Communication Skills</p> <p>Communication Skills <input type="checkbox"/></p> <p>Conflict Management <input type="checkbox"/></p> <p>Interpersonal Skills <input type="checkbox"/></p> <p>Other: _____</p> <p>Employee Development Skills</p> <p>Customer Focus <input type="checkbox"/></p> <p>Team Membership <input type="checkbox"/></p> <p>Other: _____</p> <p>Job Knowledge</p> <p>Functional Expertise <input type="checkbox"/></p> <p>Safety Awareness <input type="checkbox"/></p> <p>Technical Knowledge <input type="checkbox"/></p> <p>Other: _____</p> <p>Self-Management Skills</p> <p>Flexibility & Adaptability <input type="checkbox"/></p> <p>Initiative <input type="checkbox"/></p> <p>Organization & Time Management <input type="checkbox"/></p> <p>Professional Development <input type="checkbox"/></p> <p>Other: _____</p>	<p align="center">Development Area</p> <p>Communication Skills</p> <p>Communication Skills <input type="checkbox"/></p> <p>Conflict Management <input type="checkbox"/></p> <p>Interpersonal Skills <input type="checkbox"/></p> <p>Written Communication <input type="checkbox"/></p> <p>Other: _____</p> <p>Employee Development Skills</p> <p>Customer Focus <input type="checkbox"/></p> <p>Decision Making <input type="checkbox"/></p> <p>Problem Solving <input type="checkbox"/></p> <p>Team Membership <input type="checkbox"/></p> <p>Other: _____</p> <p>Job Knowledge</p> <p>Functional Expertise <input type="checkbox"/></p> <p>Safety Awareness <input type="checkbox"/></p> <p>Technical Knowledge <input type="checkbox"/></p> <p>Other: _____</p> <p>Self-Management Skills</p> <p>Flexibility & Adaptability <input type="checkbox"/></p> <p>Initiative <input type="checkbox"/></p> <p>Organization & Time Management <input type="checkbox"/></p> <p>Professional Development <input type="checkbox"/></p> <p>Other: _____</p>
Supervisory Positions		
Group 3	Group 4	Group 5
<p align="center">Development Area</p> <p>Communication Skills</p> <p>Communication Skills <input type="checkbox"/></p> <p>Conflict Management <input type="checkbox"/></p> <p>Interpersonal Skills <input type="checkbox"/></p> <p>Presentation Skills <input type="checkbox"/></p> <p>Written Communications <input type="checkbox"/></p> <p>Other: _____</p> <p>Employee Development Skills</p> <p>Creativity & Innovation <input type="checkbox"/></p> <p>Customer Focus <input type="checkbox"/></p> <p>Decision Making <input type="checkbox"/></p> <p>Problem Solving <input type="checkbox"/></p> <p>Project Management <input type="checkbox"/></p> <p>Results Focus <input type="checkbox"/></p> <p>Team Membership <input type="checkbox"/></p> <p>Other: _____</p> <p>Job Knowledge</p> <p>Functional Expertise <input type="checkbox"/></p> <p>Safety Awareness <input type="checkbox"/></p> <p>Technical Knowledge <input type="checkbox"/></p> <p>Other: _____</p> <p>Organizational Planning & Management Skills</p> <p>Change Management <input type="checkbox"/></p> <p>Coaching/Developing/ Motivating <input type="checkbox"/></p> <p>Delegation <input type="checkbox"/></p> <p>Empowerment <input type="checkbox"/></p> <p>Goal Setting <input type="checkbox"/></p> <p>Human Resources Management <input type="checkbox"/></p> <p>Performance Management <input type="checkbox"/></p> <p>Team Leadership <input type="checkbox"/></p> <p>Other: _____</p> <p>Self-Management Skills</p> <p>Flexibility & Adaptability <input type="checkbox"/></p> <p>Initiative <input type="checkbox"/></p> <p>Organization & Time Management <input type="checkbox"/></p> <p>Professional Development <input type="checkbox"/></p> <p>Other: _____</p>	<p align="center">Development Area</p> <p>Communication Skills</p> <p>Communication Skills <input type="checkbox"/></p> <p>Conflict Management <input type="checkbox"/></p> <p>Interpersonal Skills <input type="checkbox"/></p> <p>Presentation Skills <input type="checkbox"/></p> <p>Written Communications <input type="checkbox"/></p> <p>Other: _____</p> <p>Employee Development Skills</p> <p>Creativity & Innovation <input type="checkbox"/></p> <p>Customer Focus <input type="checkbox"/></p> <p>Decision Making <input type="checkbox"/></p> <p>Problem Solving <input type="checkbox"/></p> <p>Project Management <input type="checkbox"/></p> <p>Results Focus <input type="checkbox"/></p> <p>Team Membership <input type="checkbox"/></p> <p>Other: _____</p> <p>Job Knowledge</p> <p>Functional Expertise <input type="checkbox"/></p> <p>Safety Awareness <input type="checkbox"/></p> <p>Technical Knowledge <input type="checkbox"/></p> <p>Other: _____</p> <p>Organizational Planning & Management Skills</p> <p>Budgeting <input type="checkbox"/></p> <p>Business & Political Acumen <input type="checkbox"/></p> <p>Change Management <input type="checkbox"/></p> <p>Coaching/Developing/ Motivating <input type="checkbox"/></p> <p>Customer & Market Orientation <input type="checkbox"/></p> <p>Delegation <input type="checkbox"/></p> <p>Empowerment <input type="checkbox"/></p> <p>Goal Setting <input type="checkbox"/></p> <p>Human Resources Management <input type="checkbox"/></p> <p>Performance Management <input type="checkbox"/></p> <p>Team Leadership <input type="checkbox"/></p> <p>Visioning <input type="checkbox"/></p> <p>Other: _____</p> <p>Self-Management Skills</p> <p>Flexibility & Adaptability <input type="checkbox"/></p> <p>Initiative <input type="checkbox"/></p> <p>Organization & Time Management <input type="checkbox"/></p> <p>Professional Development <input type="checkbox"/></p> <p>Other: _____</p>	<p align="center">Development Area</p> <p>Communication Skills</p> <p>Communication Skills <input type="checkbox"/></p> <p>Conflict Management <input type="checkbox"/></p> <p>Interpersonal Skills <input type="checkbox"/></p> <p>Presentation Skills <input type="checkbox"/></p> <p>Written Communications <input type="checkbox"/></p> <p>Other: _____</p> <p>Employee Development Skills</p> <p>Creativity & Innovation <input type="checkbox"/></p> <p>Customer Focus <input type="checkbox"/></p> <p>Decision Making <input type="checkbox"/></p> <p>Problem Solving <input type="checkbox"/></p> <p>Project Management <input type="checkbox"/></p> <p>Results Focus <input type="checkbox"/></p> <p>Team Membership <input type="checkbox"/></p> <p>Other: _____</p> <p>Job Knowledge</p> <p>Functional Expertise <input type="checkbox"/></p> <p>Safety Awareness <input type="checkbox"/></p> <p>Technical Knowledge <input type="checkbox"/></p> <p>Other: _____</p> <p>Organizational Planning & Management Skills</p> <p>Budgeting <input type="checkbox"/></p> <p>Business & Political Acumen <input type="checkbox"/></p> <p>Change Management <input type="checkbox"/></p> <p>Coaching/Developing/ Motivating <input type="checkbox"/></p> <p>Customer & Market Orientation <input type="checkbox"/></p> <p>Delegation <input type="checkbox"/></p> <p>Empowerment <input type="checkbox"/></p> <p>Goal Setting <input type="checkbox"/></p> <p>Human Resources Management <input type="checkbox"/></p> <p>Performance Management <input type="checkbox"/></p> <p>Team Leadership <input type="checkbox"/></p> <p>Technology Management <input type="checkbox"/></p> <p>Visioning <input type="checkbox"/></p> <p>Other: _____</p> <p>Self-Management Skills</p> <p>Flexibility & Adaptability <input type="checkbox"/></p> <p>Initiative <input type="checkbox"/></p> <p>Organization & Time Management <input type="checkbox"/></p> <p>Professional Development <input type="checkbox"/></p> <p>Other: _____</p>

I. Employee Development Plan

Individual Development Plan

Based on employee's self-assessment, the supervisor and employee will create a development plan. Departments will work with employees to establish a timeline for completing the development plan. The costs associated with the plan and the staffing needs of the department should be considered when establishing target dates.

Development Area	Development Plan <i>Include any costs that may be associated with your plan.</i> Formal Training (Internal or External) On-the-Job Training Self Study (Training Resource Library) Activities in professional associations or societies.	Target Date	Review Date & Progress

Required Certifications

Certification	Renewal Date	Date Completed

Additional Development Activities
 The employee can use this space to list additional training classes or self-study materials completed during the year.

II. Career Development (Optional)
 Based on the list of general skills required for the desired position or job level, identify the skills that the employee and/or the supervisor identified as potential development areas. For each skill identified, the supervisor and employee will develop an action plan. **Completion of the action plan does not ensure promotion if the position becomes available. Employees should be proficient in current areas of responsibility prior to actively working on mastery of new skills related to the career development plan.**

When creating a career development plan for a specific job, the employee and supervisor can request the job description from Human Resources Recruitment. The job description contains the essential functions and minimum qualifications for the position. This information can be used to identify development areas and education requirements.

Career Goal (as identified by the employee)

Development Area	Development Plan

SIGNATURES

 Employee's Signature Date Reviewer's Signature Date

 Supervisor's Signature Date