

How to use this document:

Now that you have your feedback from your manager and ideas for development, work together with your manager or a mentor to create an action plan for the behavioral changes that would be the most beneficial for your performance and development. Keep in mind that you should create **SMART** Goals that are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime Bound. Creating **SMART** Goals together should generate a sense of shared accountability.

Filling out the form:

The format for our development planning process contains six simple sections:

(1) Goals, (2) Behavioral Changes, (3) Resources and Strategies, (4) Practice, (5) Evaluate Success, and (6) Target Dates.

It is important to fill out each part of the plan for all your developmental targets. Please be sure to leverage your strengths when determining how to take action on your developmental areas.

**Participant
Name:**

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Name:**

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|---|---|--|---|---|
| <p>Goal: What do I want to accomplish?</p> | <p>Behavioral Change: What am I going to do differently?</p> | <p>Resources and Strategies: What tools or support are available to me?</p> | <p>Practice: In what situations can I practice the new behavior?</p> | <p>Evaluate Success: How will I know I have been successful?</p> |
|---|---|--|---|---|

Target Date

**Participant
Name:**

| | | | | |
|---|---|--|---|---|
| <p>Goal: What do I want to accomplish?</p> | <p>Behavioral Change: What am I going to do differently?</p> | <p>Resources and Strategies: What tools or support are available to me?</p> | <p>Practice: In what situations can I practice the new behavior?</p> | <p>Evaluate Success: How will I know I have been successful?</p> |
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Target Date