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| **Action Plan** for professional and personal development – described as concrete goals | | | | | | | | | | | | |
| **Goals** | | | **Metrics** | | **How?** | | | **Support** | **Potential barriers/dilemmas** | | **Deadline** | **Status** |
| What are your goals? Try to list three short term goals that can be accomplished within the next 6 months or so and one or two long term goals that can be achieved over a longer period. | | | What is the success criterion for the goal?  How will you measure that the goal has been achieved? | | How will you achieve  your goals?  Which activities must  be initiated? | | | Who will you involve?  What is their role?  What additional tools or training will you need? |  | | On what date is the goal reached? |  |
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| Follow up dates (Date for next development meeting) | | | | | | | | | | | | |
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| Employee comments and/or suggestions for supervisor or departmental development | | | | | | | | | | | | |
| Date |  | Discussed by | |  | | and |  | | |  | | |
|  |  |  | | Supervisor | |  | Plan Owner | | |  | | |