Individual Performance and Development Plan

Name: Position: Period: ( / / 20 ) – ( / / 20 )

| Agreed Objectives *What?- SMART*  *4-6 Objectives* | **Action Steps** | **Key Area**  Which one does your objective fit into? | Progress Notes*(complete throughout year)* |
| --- | --- | --- | --- |
|  |  |  | Performance:  Development: |
|  |  |  | Performance:  Development: |
|  |  |  | Performance:  Development: |
|  |  |  | Performance:  Development: |
| **Development/Training** | | | |
| **Manager Comments:** | | | |
| **Staff Member Comments:** | | | |

Signature of staff member: Date:

Signature of manager: Date: