

# General Employee Development Plan Template Example

## Development Support and Resources

Category	Description
Available Company Resources	Internal training library, LinkedIn Learning subscription, team collaboration tools
Technology and Tools Needed	Adobe Creative Suite, Google Analytics, project management software
Manager/Team Support	Monthly check-ins, mentorship from senior marketers, cross-functional project involvement
Time Allocation	Three hours per week for self-development and training
Potential Roadblocks	Limited hands-on experience with analytics, balancing workload with training time

## Action Plan

Development Activity	Target Date	Owner	Status
Google Analytics Certification	MM/DD/YY	Employee	In Progress
SEO Workshop	MM/DD/YY	Employee	Not Started
Lead on Social Media Campaign	MM/DD/YY	Employee	Not Started
Performance Review	MM/DD/YY	Manager	Scheduled
Next Review	MM/DD/YY	Manager	Pending

## Development Goals (SMART)

SMART	Goal	Timeframe
Specific	Improve proficiency in digital marketing analytics and SEO strategies	Six months
Measurable	Complete two online certifications and implement an SEO strategy for a company blog post	By Q4 2023
Achievable	Leverage company-provided training platforms and mentorship	Ongoing
Relevant	Enhance marketing effectiveness, align with department initiatives	Immediate impact
Time-bound	Apply new skills in a marketing campaign for Q4 2023	End of year

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Training				X	X	X		X				
Project									X	X		
Mentorship		X	X	X	X	X	X	X	X	X	X	X
Performance Review												X

## Skills and Competency Development

Category	Description
Current Strengths	Strong copywriting, campaign planning, collaboration
Areas for Improvement	Data analysis, SEO implementation, leadership skills
Training and Learning Resources	Google Analytics Academy, SEO bootcamps, industry conferences

## Career Advancement

Category	Description	Action Steps	Target Date
Growth Opportunities	Transition into Digital Marketing Specialist role	Gain hands-on analytics experience	MM/DD/YY
Required Skills and Competencies	Advanced SEO, paid advertising, data-driven decision making	Complete training and run paid ad campaigns	MM/DD/YY
Professional Development	Attend marketing summit, complete Google Ads certification	Register for summit, pass certification	MM/DD/YY
Support and Resources Needed	Access to paid advertising budget for testing	Proposed to manager for funding	MM/DD/YY

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