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| **Hi There.**  Thanks for Downloading This Resource.    You Can Edit Your Own Version in One of Two Ways:   1. Edit this version to fit your needs 2. Go to “File” > “Download As” > “Microsoft Word” to Download |
| ↓↓↓  How to Use This Template  This skill development template should be used to help you improve your capabilities in a certain skill set. Simply fill out the template for the skill you want to improve upon, highlighting the steps you wish to take, how long each step will take, the people you want to work with on developing this skill, what resources you have available to you, and what concerns you have about mastering this ability. When you complete each step, revisit this document and provide notes for how you felt each step went.  Instructions are in *italics* for each section and should be deleted before adding your own information. As you fill out the template, you might find contents will spill over to the next page. If that happens, feel free to reformat the table and/or its contents as needed by removing elements from the chart or changing font size so that everything fits on a single page. We’ve also included a completed example below the template for you to emulate as you work your way through this plan.  Once you’re ready to begin, delete these intro pages and start filling out your info below. Good luck developing your new skill! |

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| Skill Development Plan |

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| [Insert Name of Desired Skill] |

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| Step 1 | Step 2 | Step 3 | Step 4 |
| *Step to Take* | *Step to Take* | *Step to Take* | *Step to Take* |
| *Timeline* | *Timeline* | *Timeline* | *Timeline* |
| **Description**  *Description of Step and How it Will Help You Achieve Your Chosen Skill* | **Description**  *Description of Step and How it Will Help You Achieve Your Chosen Skill* | **Description**  *Description of Step and How it Will Help You Achieve Your Chosen Skill* | **Description**  *Description of Step and How it Will Help You Achieve Your Chosen Skill* |
| **People to Work With**   * *Person 1* * *Person 2* * *Person 3* | **People to Work With**   * *Person 1* * *Person 2* * *Person 3* | **People to Work With**   * *Person 1* * *Person 2* * *Person 3* | **People to Work With**   * *Person 1* * *Person 2* * *Person 3* |
| **Resources**   * *Resource 1* * *Resource 2* * *Resource 3* | **Resources**   * *Resource 1* * *Resource 2* * *Resource 3* | **Resources**   * *Resource 1* * *Resource 2* * *Resource 3* | **Resources**   * *Resource 1* * *Resource 2* * *Resource 3* |
| **Concerns & Potential Obstacles**   * *Obstacle 1* * *Obstacle 2* * *Obstacle 3* | **Concerns & Potential Obstacles**   * *Obstacle 1* * *Obstacle 2* * *Obstacle 3* | **Concerns & Potential Obstacles**   * *Obstacle 1* * *Obstacle 2* * *Obstacle 3* | **Concerns & Potential Obstacles**   * *Obstacle 1* * *Obstacle 2* * *Obstacle 3* |
| **Notes**  *Performance evaluation of this step once completed.* | **Notes**  *Performance evaluation of this step once completed.* | **Notes**  *Performance evaluation of this step once completed.* | **Notes**  *Performance evaluation of this step once completed.* |



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| **[EXAMPLE]** Skill Development Plan |

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| Time Management |

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| Step 1 | Step 2 | Step 3 | Step 4 |
| Read Time Management Books | Apply Learnings at Work | Source Coworker Feedback | Share My Progress |
| July | August – October | November | December |
| **Description**  Reading two books on better time management will help me focus on improving this skill and learn practical tips to start applying. | **Description**  Dedicate these three months to putting my new time management skills into action at work to be a more efficient employee. | **Description**  Reaching out to my team to see how they perceive my time management skills will give me a new perspective on my growth. | **Description**  With five months under my belt, I’ll share how I’ve become a better time manager to my team lead for her feedback. |
| **People to Work With**   * My Manager * My Mentor | **People to Work With**   * My Manager * My Mentor * My Team | **People to Work With**   * My Manager * My Team | **People to Work With**   * My Manager * My Mentor * My Team |
| **Resources**   * Book #1 * Book #2 | **Resources**   * Books From the Last Step * Productivity Apps | **Resources**   * Google Forms for Survey | **Resources**   * Google Slides * Public Speaking Workshop |
| **Concerns & Potential Obstacles**   * Finding the time to read. * Commitment to finishing books once I start. | **Concerns & Potential Obstacles**   * Overcoming stress. * Work-life balance. | **Concerns & Potential Obstacles**   * Anxiety about feedback. * Team members’ willingness to respond. | **Concerns & Potential Obstacles**   * Lacking design skills. * Nervous when public speaking. |
| **Notes**  It took me a full month, but I did this step and learned to start scheduling and being productive. | **Notes**  By scheduling and assigning myself deadlines, I found myself less stressed and more productive. | **Notes**  My coworkers all remarked that my productivity and helpfulness have been noticeably better since July. | **Notes**  My manager felt like my presentation was thorough and matched my progress to date. |