

IDAHO DEPARTMENT OF CORRECTION

Sample Performance Development Plan

Note: This document reflects the standard format that must be used when an employee's performance is already at an acceptable level but wishes to improve.

Name: (First, MI, Last)	Job Title:	Job Location:
	Employee ID #:	Date Conducted:

Step 1: Write down one (1) to three (3) developmental goals related to areas you want to improve or performance issues that have been identified by your manager.

Development Goals:

1. Improve my presentation skills
- 2.
- 3.

Step 2: List two (2) to three (3) activities that will help you achieve each goal. Be sure to specify how and when each activity will start **and** the completion date.

Goal 1: Improve my presentation skills

Activity 1: Attend the "Presenters in Business Seminar"

How to Accomplish: Register for the seminar through work

Starting Date: Tomorrow, September 29th

Date of Completion: Next month, (dates of seminars)

Activity 2: Continue to practice my skills in meetings

How to Accomplish: Volunteer to give a weekly presentation on business results

Starting Date: This week

Date of Completion: Continue throughout the year

Goal 2:

Goal 3:

Step 3: List any resources you will need to complete the activities. (**Note:** Resources may include other people's time or expertise, funds for training materials and activities, or time away from your usual responsibilities).

Resources:

1. The "Presenters in Business Seminar" will cost \$250.00
2. Contacts with Michael Blanchard and Kirsten McKay, whom I think are the best presenters in the company.
3. I will need to leave by 3:00 p.m. on Thursdays to attend the seminar.

Step 4: Using two (2) to three (3) different indicators, when possible, indicate how you will measure the accomplishment of each development goal.

Measurement Criteria:

1. I'll get feedback on my weekly business results presentation by asking three people there to rate my presentation (scale of 1-10) before and after my training seminar. I'll be successful when my average score is an 8 or better.
2. I will attend all of the course sessions.
3. My sales presentations will result in at least \$x sales in the next three months

Step 5: Identify ways in which your manager will support your development activities.

Management Support:

1. By giving me the opportunity to give weekly presentations and being one of three people who rate my performance.
2. Suggesting other excellent presenters whom I can contact to evaluate my performance at weekly meetings.
3. Providing the funds for the seminar.

Step 6: Describe when and how progress checkpoints will occur **and** what developmental activities will be completed or discussed at that time. (**Note:** The type of follow-up may consist of memos, phone calls, meetings, etc.)

Progress Checkpoints:

Checkpoint 1

Date: November 5th

Time: 10:00 a.m.

Type of Follow-up: Meeting

Progress Expected: "Presenters in Business Seminar" attended, nine weekly presentations completed, achieving a rating of 8 on my weekly presentations.

Activity change/addition (if needed):