

development actions form (sample)



High-Potential's Name	Current Position
Charlene Chartreuse	Director

Top Development Areas	
1. Developing/Coaching Others	4. Emotional Control
2. Facilitating Teamwork	5. Achievement and Motivation
3. Involving Direct Reports	6. Open-Mindedness

Development Actions				
	Development Area	Action	Timeframe	Progress / Comments
3-6 Months	Developing/Coaching Others	Discuss and start development plans with direct reports	April 2022	Completed early
	Involving Direct Reports	Identify issues in project and solicit feedback and problem-solving solutions from team	April 2022	Issues identified, still need to ask for feedback
6-12 Months	Involving Direct Reports	Consult with team prior to implementing new policy	September 2022	
	Achievement and Motivation	Implement SMART goals for new projects	September 2022	
12+ Months	Emotional Control	Engage in mindfulness practice to improve emotional control	April 2023	

Notes