

RETENTION & LEADERSHIP TOOLKIT: EMPLOYEE DEVELOPMENT PLANNING

EMPLOYEE OVERVIEW

Employee Name: _____

Department _____

Role: _____

Current Skill Level: _____

Career Interest Direction: _____

CAREER GOALS

Where does the employee want to go next?

- Lead
- Skilled Technician Role
- Cross-Training/Multi-Skill Path
- Leadership Track
- Not Yet Defined
- Other _____

SKILL GAP ANALYSIS

Skill	Current Level	Target Level	Date

DEVELOPMENT ACTION

- On-The-Job Training Assignments
- Shadowing Opportunities
- Formal Training Sessions
- Stretch Assignments
- Cross-Training Plan
- Other _____

LEADERSHIP READINESS INDICATORS

- Takes initiative without prompting
- Helps others solve problems
- Understands production flow
- Communicates clearly under pressure
- Demonstrates accountability