



The State *of* Delaware Career Development Plan

CAREER DEVELOPMENT PLAN

FOR

The Career Development Plan (CDP) is a document between employee and supervisor, drafted to address training and career plans. It is designed to be generated in conjunction with Performance Review and may be revised at any time. Requests for training are to be in accordance with this plan and subject to funding availability. Other training opportunities may be available, in which case this plan will be revised to reflect the training taken by the employee.

Employee Signature

Date

Supervisor Signature

Date

Director

Date

Career Development Plan

(To be completed and monitored by supervisor after consultation with the employee)

Name: _____

Date of Hire (current position): _____

Job Title: _____

Short-Term (1-5 years) / Long-Term Goal (5+ years):

Education Needed/Desired:

Training Needed/Desired:

Future Job Opportunities:

Developmental Activities available in present position:

Self-Development needs/desires:

Date of review & discussion with employee

Review date	
Reviewed by: (Initials)	

On the Job Activities (committees, special projects, etc.):

<u>Date</u>	<u>Activity</u>	<u>Skills Used</u>

Professional Memberships/Miscellaneous Activities:

<u>Date</u>	<u>Activity</u>	<u>Skills Used</u>

Statement of Declination

(Only Required by Employees Choosing Not to Participate)

I decline participation in the career development plan process at this time. I acknowledge that my next opportunity for participation in this process may occur no earlier than during my next Performance Review appraisal period or 12 months from date of declination. Subject to supervisory approval, however, I may participate in State of Delaware training courses, agency management development programs, special projects and assignments and, if eligible and approved, educational assistance.

Employee Signature

Date

Dates Reviewed/Updated:

<u>Date</u>	<u>Initials</u>