

People Biz, Inc.

INDIVIDUAL GROWTH PLAN

Three Year Vision: *What does your career look like 3 years from now? Use your imagination. Stand in the future and tell me what you have, what you see and what you have learned. Then summarize in this space.*

One Year Goals: *goal is a specific measurable result that includes an intention. Example: I have developed my communication ability, people remark on how well I listen and employees are clear about the business plan. Write two goals here. Write them “as if” they have already occurred as in the example. Stay away from future tense statements.*

1.

2.

Competencies to Build: *Review list of potential competencies. Your competency may not be here but it gives you an idea of what is meant by competency. Now list five abilities, skills or competencies’ you will work on to achieve your vision and your goals.*

1.

2.

3.

4.

5.

Strategies and Actions to Build Competencies: *Now brainstorm actions and*

strategies. Strategy is an approach and cannot be crossed off a list. An action is something you do once.

This should be reviewed monthly for first three months with your manager-coach and then quarterly.

Actions change, strategies stay the same if working if not working, they change too.

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Note: the conversation is facilitated by manager coach but led by the person developing their own plan.