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| C:\Documents and Settings\tc-henbeth\Local Settings\Temporary Internet Files\Content.Word\walton_high_res.jpg**Individual Career Development Plan**  **Name:**  **Title: Supervisor**  **Department: Compliance Services**  **Supervisor:**  Allocated Training Budget: $ | **Areas of Interest**  Leadership Walton CPM  FTCA Leader Track DOR  Sterling Examiner FGOA (Finance)  PHR/SPHR (Human Resources  Other: |

***Career Development Goals***:

**Learning Experiences:** May include special projects, job rotation, job shadowing, substituting in meetings, training opportunities, education, seminars, etc

My Preferred Learning Style:  Visual  Auditory  Tactile

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| *Competency/Goal* | ***Learning***  ***Objective*** | ***Learning***  ***Experience***  ***Or***  ***Work Assignment*** | ***Target Date*** | ***Completion***  ***Date*** | ***Evidence of***  ***Learning*** | ***How this links to our***  ***Values*** |
|  |  |  | Click here to enter a date. | Click here to enter a date. |  | Choose an item. |
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***Performance Goals:***

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| *Technical/*  *Knowledge of*  *Work Goal* | ***Proficiency***  ***Rating*** | ***Learning***  ***Objective*** | ***Learning Experience or***  ***Work Assignment*** | ***Target Date*** | ***Completion***  ***Date*** | ***Evidence of***  ***Learning*** |
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**How my manager/supervisor, mentor or coach will assist me:**

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| ***Career Development Plan Discussed and Agreed to on:*** Click here to enter a date.  ***Comments:***  ***Division Director Signature:***  Click here to enter a date.  The employee and manager/supervisor agree to the career development activities and time frames named as the employee pursues their targeted goals. These activities will be tracked at least on a quarterly basis in the Quarterly Progress Report and will be directly tied to both the employee and manager/supervisor performance. |
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**Career Development Quarterly Progress Report:**

The Supervisor is to monitor the employee’s progress and record progress on a quarterly basis.

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| Quarter 1 Review | Date: |
| Goal | **Progress/Feedback/Remaining Budget** |
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| Quarter 2 Review | **Date:** |
| Goal | **Progress/Feedback/Remaining Budget** |
|  |  |
|  |  |
| Quarter 3 Review | **Date:** |
| Goal | **Progress/Feedback/Remaining Budget** |
|  |  |
|  |  |
| Quarter 4 Review | **Date:** |
| Goal | **Progress/Feedback/Remaining Budget** |
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|  |  |