

# Supervisor Training and Development Plan

## Training and Development Plan

Describe the ways in which the employee can develop his or her skills to better meet his or her performance and career goals.

## Supervisor's Role

Describe how you can assist the employee.

## Employee Comments

Please provide feedback regarding the proposed development plan as well as the appraisal process and rating.

Signatures	
Employee* _____	Date _____
Supervisor _____	Date _____
* My signature signifies that I have had a performance appraisal and read this form. It does not necessarily imply agreement with the content.	