

**A. Protege Information**

Protege Information	
Today's Date: Business Unit: Department:	Current position: Current Grade: Time in Current Position:
How would you categorize your experience level in your current role? <ul style="list-style-type: none"> <li>• Still learning</li> <li>• Fully competent in current role</li> <li>• Ready for next level</li> </ul>	
Briefly explain your reasoning for selecting your experience level:	

**B. Strengths**

What are your strengths?	How/when are your strengths leveraged in your current role, within your team and/or within your department/organization?
1.	
2.	
3.	

What additional involvement via stretch assignments, project participation, assignments, etc. can you think of that would continue to or begin to utilize your strengths?

Idea/example	Strength Utilized
1.	
2.	
3.	

**C. Professional Goals**

What are the professional goals you would like to achieve?
Short-term goal (next 24 months):
Long-term goal (3 to 5 years)

**D. Development Needs**

Knowing your short and long term professional goals, what competencies do you feel you could continue to develop/ improved upon to help you achieve your professional goals and what development need(s) exist for the competencies identified?

Competency	Developmental Needs
1.	
2.	
3.	
4.	
5.	

**E. Development Plan**

*Fill in the activities below as appropriate for the protege's developmental needs. When considering developmental activities, please consider activities that will be **most** impactful. It is not necessary to assign a developmental activity in each category (stretch assignments or projects; learning and coach/mentor).*

Competency to Develop	Learning Activity (training courses, books, seminars, etc.)	Date


Competency to Develop	Coaching/Mentoring (SME, professional networking etc.)	Date

**F. Progress Updates**

Please indicate, semi-annually, any progress that has been made in the areas listed below. Some items to include in the progress notes may focus on how the knowledge will be/was applied, successes achieved; obstacles encountered; and revised/new developmental activities.

Progress Update 1	Date
Leveraging Strengths:	
Competency Development – Learning Activity:	
Competency Development – Coaching/Mentoring:	

Progress Update 2	Date
Leveraging Strengths:	
Competency Development – Learning Activity:	
Competency Development – Coaching/Mentoring:	