



# Talent Development Plan Worksheet

Use this worksheet to plan and share development opportunities you're interested in! Development activities can include training programs, committee work, conference presentations or attendance, classes, or any activities that maintain, develop or broaden employee skills relevant to their current position and/or their career path or to their role in service to the work unit or the broader university community.

## Development Opportunity

**Describe the opportunity:**

- What is it?
- Where will it take place?
- How long will it last?
- How much money does it cost?
- Why are you interested in this opportunity?

## Desired Outcomes

**Describe what you hope to gain from this opportunity, including:**

- How will you benefit from this opportunity?
- How will your team/department/UNCW benefit from this opportunity?
- How do you plan to apply what you learn from this opportunity at work?

## Actual Outcomes & Results

**After you've completed this development opportunity, consider the following:**

- What did you gain?
- How have you applied it to your role/department?
- How can you share the knowledge/skills with others?