

# CAREER DEVELOPMENT TRACKING CHART

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Seminar Date: \_\_\_\_\_

Facilitator: \_\_\_\_\_

## CORE COMPETENCY

## DEVELOPMENT GOALS

## ACTION ITEMS / TIMELINE

**Leadership &  
Management**

**Technical  
Proficiency**

**Soft Skills &  
Communication**

**Strategic  
Planning**

## Support Resources Required:

Mentorship Tuition Reimbursement Software License Flexible Scheduling

Additional Observations and Growth Milestones...

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_