

SKILLS DEVELOPMENT PLAN

SKILLS DEVELOPMENT PLAN

Employee Name	Department
Job Title	Manager

Current	Proficiency Level	Desired	Action Item	Target Date	Training Needed	Results
TECHNICAL SKILLS						
MS Excel	Intermediate	Advanced level	• Enroll in Advanced MS Excel training • Participate in business simulations	Q3 2024	MS Advanced Excel	85%
Data Analysis and Visualization	Basic	Intermediate level	• Engage in actual case study analysis of cross-functional projects	Q4 2024	Data Visualization Training	Complete MS
SOFT SKILLS						
Effective Communication	Basic	Intermediate	• Enroll in communication workshops	Q3 2024	Communication workshops	90% MS
Teamwork and Collaboration	Basic	Intermediate	• Participate in complex projects with diverse stakeholders	Q4 2024		(Result)
LEADERSHIP SKILLS						
Strategic Thinking	Intermediate	Advanced	• (Action Item)		(Training)	(Result)
Decision Making	Intermediate	Advanced	• (Action Item)		(Training)	(Result)
SALES AND MARKETING						
Product Knowledge	Intermediate	Advanced	• (Action Item)		(Training)	(Result)
Budgeting and Forecasting	Intermediate	Advanced	• (Action Item)		(Training)	(Result)



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G Psacharopoulos



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