Skill plan for

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| **Development objectives**  What skills need to be developed? | **Activities**  What activities are initiated? When? | **Benefits**  What value does skills development add to the completion of tasks?  Which tasks can be done (better)? | **Responsibility**  Who is responsible for initiation and follow-up? | **Utilising benefits**  How are the skills used in practice? What does it require from employees, colleagues and managers? |
| **In the short term**  (Current need for skills development – within approx. 6 months) |  | | | |
| **In the medium term** (skills development based on knowledge of future tasks or functions – within approximately 6 months – 2 years) |  | | | |
| **In the long term** (Dreams/wishes about new competencies in the longer perspective. Tasks and career development + 2 years) |  | | | |

Date: Employee: Manager: