**Workplan Template**

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| --- | --- |
| **Employee Name:** | **Supervisor Name**: |
| **Employee Title**: | **Supervisor Title:** |
| **Time Period**:  | **Today’s Date**:  |  |
| **Key Result Areas:** | **Desired Outcomes:****(SMART Goals or Standards)** | **Timeline** |
| 1.  |  |  |
| 2  |  |  |
| 3  |  |  |
| 4.  |  |  |
| **Professional Development** | **Desired Outcomes:****(SMART Goals)** |  |
| 1.  |  |  |
| 2.  |  |  |