**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. |  | |  |