



San Francisco Region Management Association

Mentorship Program - Development Plan

Name (Last, First, Middle)	Position Title
Pay Plan – Grade Series	Current Duty Station
Home Organization (Office, Component)	Office Telephone and Extension

Short-Range Career Goal (to attain in 1-3 years):

Title:

Series/Grade:

Knowledge, skills, abilities, and other characteristics needed to attain short-range goal:

Long-Range Career Goal (to attain in 4-6 years):

Title:

Series/Grade:

Knowledge, skills, abilities, and other characteristics needed to attain long-range goal:

Self-Assessment:

Knowledge, skills, abilities related to your career interests you have already developed. Show where/when gained. Be sure to include previous work experience (job title, office location and dates) and previous training (list course titles and completion dates).

Developmental Objectives:

What additional knowledge, skills and abilities, related to your short and long term career interests, do you need to work on in this SFRMA program?

Identify 3-5 specific objectives:

Developmental Experiences:

List experiences/assignments/training you believe will meet your developmental objectives. Include assignments (both at work and outside of work), details, special projects, formal classes and on-the-job training, reading, etc.).

MENTEE SIGNATURE: /s/

DATE:

MENTOR SIGNATURE: /s

DATE: