



KTS Employee Development Plan

1. Identify area of improvement/development
 - Get employee input
 - Identify benefits/consequences
2. Identify method of improvement
 - Get employee input
 - Training / Coaching
 - Must be measurable
3. Establish Plan of Action
 - Performance/Behavioral mile markers
 - Set Timetable for improvement
 - Set date/time for next meeting
4. Implement Plan
5. Follow up, Assess, and Praise