Employee Development Plan

*"Take charge of your career development; establish goals and reach beyond them.”*

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| **Name**:  | **Job Title**:  |
| **Date**:  | **Division**:  |
| **Hire Date**:  | **Start Date** (Current Position):  | **Supervisor**:  |
| **Section I: Future Career Objectives** |
| **Long-Term (4-5+ years):** *Consider technical vs. leadership, job function, assets, location* |  |
| **Mid-Term (2-3 years):** *Consider technical vs. leadership, job function, assets, location* |  |
| **Section II: This Year's Development Objectives (copy to HPC)** |
| **On-the-Job\* (70%): *The most effective development occurs through hands-on application.*** |
|  | ***Objective 1 (minimum)*** |
| **Purpose:** |  |
| **Activity:** |  |
| **By When:** |  |
| **Resources:** |  |
| **Results:** |  |
| **Comments:** |  |
| ***Note:*** *insert additional objectives as appropriate* |
| **Networking\* (20%): *Builds knowledge and skills through collaboration and knowledge sharing.*** |
|  | ***Objective 1 (minimum)*** |
| **Purpose:** |  |
| **Activity:** |  |
| **By When:** |  |
| **Resources:** |  |
| **Results:** |  |
| **Comments:** |  |
| ***Note:*** *insert additional objectives as appropriate* |
| **Training\* (10%): *Provides the fundamental information, practices, and tools to support OTJ learning.*** |
|  | ***Objective 1 (minimum)*** |
| **Purpose:** |  |
| **Activity:** |  |
| **By When:** |  |
| **Resources:** |  |
| **Results:** |  |
| **Comments:** |  |
| ***Note:*** *insert additional objectives as appropriate* |
| **Specific, Measurable, Acceptable, Relevant, Time-bound** |
| **\*Consider** |
| **On-the-Job** | **Networking** | **Training** |
| Job assignments/exposures | Being coached or mentored | Classroom |
| Projects | Coach or mentor others | Workshops |
| Key Experiences | Technology exchanges | Seminars |
|  | Professional societies | E-learning |
|  | Conferences/Symposia | Self-directed research/readings |
|  | Professional volunteering |  |

Employee Development Plan (Example)

*"Take charge of your career development; establish goals and reach beyond them.”*

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| **Name**: Rocky Montane | **Job Title**: Geologist |
| **Date**: 1/15/2019 | **Division**: Best Division |
| **Hire Date**: 3/1/2017  | **Start Date** (Current Position): 2/1/2018 | **Supervisor**: S. Visor |
| Section I: Future Career Objectives |
| **Long-Term (4-5+ years):** Consider technical vs. leadership, job function, assets, location | Develop strong expertise in all our play types, including geological operations, field assessment, and play evaluation. Develop sub-specialty in petrophysics and log analysis. Gain cross-disciplinary exposure to reservoir engineering and geophysics. |
| **Mid-Term (2-3 years):** Consider technical vs. leadership, job function, assets, location | Develop knowledge and experience in play assessment, gas shale geology, and horizontal geosteering operations.2020: Seek a job assignment focused on play assessment2021: Seek a job assignment in shale play. |
| Section II: This Year's Development Objectives (copy to HPC) |
| On-the-Job\* (70%): The most effective development occurs through hands-on application.n |
|  | Objective 1 (minimum) |
| Purpose: | Key Experience: gain field operations experience (well site, mudlogging, geosteering) |
| Activity: | Onsite mudlogging/well-site/geosteering operations on a minimum of 6 wells |
| By When: | 7/1/2019 |
| Resources: | Rig personnel, well-site consultant |
| Results: | Propose one major recommendation to improve geo ops. |
| Comments: | Be on site from base surface to TD |
| **Note:** insert additional objectives as appropriate |
| Networking\* (20%): Builds knowledge and skills through collaboration and knowledge sharing. |
|  | Objective 1 (minimum) |
| Purpose: | Build knowledge and skills needed for OJT assignment through a coaching relationship. |
| Activity: | Actively collaborate with the assigned Team Coach. |
| By When: | Complete on 3/31/2019 (next rotation date is 4/1/2019). |
| Resources: | Assign as Coach. |
| Results: | Establish coaching objectives with a coach and meet all objectives. |
| Comments: | To be added to Coach's HPC |
|  | Objective 2 |
| Purpose: | Learning and knowledge sharing in petrophysics. |
| Activity: | Join SPWLA and attend 8 monthly lunch meetings |
| By When: | 12/31/2019 |
| Resources: | SPWLA |
| Results: | Share learnings with the team. |
| Comments: |  |
| **Note:** insert additional objectives as appropriate |
| Training\* (10%): Provides the fundamental information, practices, and tools to support OTJ learning |
|  | Objective 1 (minimum) |
| Purpose: | Increase competency in petrophysics & log analysis. |
| Activity: | Complete the "Intro to Petrophysics & Log Analysis" class. |
| By When: | Course Date: 4/23-24/2019 |
| Resources: | In-house class |
| Results: | Demonstrate learnings on the job. |
| Comments: |  |
|  | Objective 2 |
| Purpose: | Increase knowledge of geosteering operations |
| Activity: | Complete "Fundamentals of Geosteering" and Advanced Geosteering classes |
| By When: | Course Dates: (Fundamentals); (Advanced) |
| Resources: | In-house class |
| Results: | Demonstrate learning on the job |
| Comments: |  |
| **Note:** insert additional objectives as appropriate |
| Specific, Measurable, Acceptable, Relevant, Time-bound |
| \*Consider |
| On-the-Job | Networking | Training |
| Job assignments/exposures | Being coached or mentored | Classroom |
| Projects | Coach or mentor others | Workshops |
| Key Experiences | Technology exchanges | Seminars |
|  | Professional societies | E-learning |
|  | Conferences/Symposia | Self-directed research/readings |
|  | Professional volunteering |  |
| Job assignments/exposures | Being coached or mentored | Classroom |