Employee Development Plan

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.”*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 assessment  2021: 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 |
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| Job assignments/exposures | | | | Being coached or mentored | | Classroom |