

Sample: Talent Management Plan (Section G)

1 - Employee's Consent				
I agree to have / accept a Talent Management Plan with the knowledge that information voluntarily provided by me for the purposes of the Plan may be shared with senior management and other units in the organization up to and including the Deputy Head for the purposes of identifying appropriate activities that match my profile and interests to potential career opportunities and the business priorities of my organization. Furthermore, I recognize that there are no guarantees that all of my interests will be met, and that having a plan does not replace a staffing action.				
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
2 - Employee's Information				
PRI 01234567	Given Name Surname Paul Carreira			
Group and Level PM 04	Department or agency Employment and Social Development Canada	Province or territory Quebec		
3 - Year that the Plan is Established				
01/04/2015				
4 - Previous Year's Performance Rating				
Work Objectives Surpassed	Competencies Surpassed	Overall Surpassed	Functional Competencies (if applicable) unavailable	Technical Competencies (if applicable) unavailable
5 - Employee's Current Linguistic Proficiency				
First Official language		<input checked="" type="checkbox"/> English		<input type="checkbox"/> French
Second Official Language proficiency	Reading		Writing	
	C		C	
	Expiry Date 05/02/2017		Expiry Date 05/02/2017	
Oral		C		
Expiry Date 07/04/2017		Expiry Date 07/04/2017		
Other languages		Portuguese		
6 - Employee's Profile				
Educational achievements		Bachelor's Degree Administration - Status: Completed		
Professional designations, affiliations and certifications		University of Ottawa, Ontario January 2012 – to be completed December 2016 Advanced Project Management Certificate		
Work accomplishments and strengths		April 2013- September 2014 – responsible for the design and implementation of a reporting system for contribution agreements with First Nations communities in Alberta that allow real-time data to support the management of the agreements as well as business planning.		
Volunteer experience		Board of Directors Boys and Girls Club of Ottawa		
Awards / recognition				
Other				

7 - Employee's Mobility Preferences

Willingness to relocate within Canada	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Where:	
	<input type="checkbox"/> National Capital Region	<input type="checkbox"/> Manitoba
	<input type="checkbox"/> Ontario	<input type="checkbox"/> Saskatchewan
	<input type="checkbox"/> Quebec	<input type="checkbox"/> Alberta
	<input type="checkbox"/> Nova Scotia	<input type="checkbox"/> British Columbia
	<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Nunavut
	<input type="checkbox"/> Prince Edward Island	<input type="checkbox"/> Yukon
	<input type="checkbox"/> Newfoundland and Labrador	<input type="checkbox"/> Northwest Territories
<input type="checkbox"/> All		
Willingness to relocate outside Canada	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Mobility considerations		

8 - Employee's Career Interests

Interest in staying in current position at current level but seeking new challenges (e.g., special assignment, project, functional leadership opportunity, etc.)

Yes

If yes, details:

Interest in another position at current level

Yes

If yes, in current department/agency and/or,

In another department/agency

If yes, details:

Interest in advancing to the next level in current occupational group

Yes

If yes, in current department/agency and/or,

In another department/agency

If yes, details: *I would like an opportunity to compete for a PM-05 Project Manager position.*

Interest in moving to a different occupational group

Yes

If yes, in current department/agency and/or,

In another department/agency

If yes, details:

Interest in gaining experience working temporarily outside the federal public service <input type="checkbox"/> Yes If yes, details:		
Other Details:		
9 - Talent Management Plan Desired Outcome		
The aim of the TM plan is to prepare the employee for a PM-05 Project Manager position. These positions have been identified as critical for succession planning purposes, due to the high number of retirements forecast in the next two years.		
10 - Developmental Plan Items		
Objective #1 - Develop Advanced Project Management skills		
Objective Gain knowledge and experience in advanced Project Management.		
Activity Assignment		
Type of Activity On-the-job learning If selected Other, please specify:		
Accountabilities for Activity (Employee, and/or manager/supervisor, and/or other) <ul style="list-style-type: none"> The employee will be asked to manage a special project for 5 months. The employee reads Advanced Project Management material posted on website. The employee attends management meetings, establishes contact with stakeholders and collaborates with them as needed. The manager coaches the employee and meets him weekly to review progress in the development and the implementation of the project. 		
Estimate		
Cost 0	Time 20% of time	Travel costs (if applicable)
Status In progress		
Employee Comments		
Manager / Supervisor Comments		
Objective #2 - Gain knowledge and experience on Project Reporting Management		
Objective The employee will develop more awareness of the principles and best practices in Project Reporting Management.		
Activity <ul style="list-style-type: none"> Become a member of the Project Reporting Management Community of Practice. Attend annual conference and participate in monthly meetings organized by the Community of Practice. 		

Type of Activity Networking		
Accountabilities for Activity (Employee, and/or manager/supervisor, and/or other)		
<ul style="list-style-type: none"> The employee is responsible for registering for the yearly conference, attending meetings and preparing material to participate in presentations. The employee will share info with colleagues. The manager will support the employee's activities (effort and time and conference cost) and meet the employee four time a year to get update on the benefits of the activity. 		
Estimate		
Cost 200	Time 2 hours/month	Travel costs (if applicable)
Status In progress		
Employee Comments		
Manager / Supervisor Comments		
11. Closure of Talent Management Plan		
<input checked="" type="checkbox"/> In progress <input type="checkbox"/> Desired Outcome met <input type="checkbox"/> Desired Outcome not met <input type="checkbox"/> Talent management Plan no longer required		
Date		
12. Comments		
Employee's		
Manager/Supervisor		