

Feedback to Development Goals Template

Use this template to help employees and managers translate feedback into specific, measurable development goals tied to skills, behaviors, and growth areas.

Step 1: Summarize Key Feedback Themes

Prompt: Identify the recurring strengths and development areas highlighted in the 360-degree feedback.

Category	Strengths Highlighted	Development Areas Identified
Communication	e.g., Clear written communication	Needs improvement in active listening
Collaboration	e.g., Strong team player	Tends to avoid conflict resolution
Leadership	e.g., Takes initiative on projects	Delegates inconsistently
Technical Skills	e.g., Expert in product knowledge	Needs to strengthen data interpretation

Write a short summary of feedback received in each category

Step 2: Prioritize Top 2–3 Focus Areas

Prompt: Choose the most important growth areas based on role expectations and feedback frequency.

Priority Area	Why It Matters
Example: Delegation	Critical for scaling leadership effectiveness

List and justify selected focus areas

Step 3: Define SMART Development Goals

Prompt: Set specific, measurable goals for each development area.

Goal	Timeline	Success Metric
Improve delegation by assigning ownership of one project per quarter	3 months	Direct report satisfaction + project outcomes
Attend conflict resolution workshop and apply learnings in team syncs	6 weeks	Manager observes change in team dynamics

Step 4: Identify Support Needed

Prompt: Outline what support, resources, or coaching the employee needs to succeed.

Support Type	Details
Coaching/Mentoring	Monthly check-ins with a leadership mentor
Training	Enroll in workshop or online course
Manager Support	Regular feedback after team meetings

Step 5: Progress Tracking Plan

Prompt: Determine how and when progress will be reviewed.

- Frequency: (e.g., Monthly check-ins, Quarterly reviews)
- Metrics: Self-assessments, feedback from peers, manager observations
- Adjustments: Modify goals based on progress and changing priorities

Write tracking strategy here

Tip for HR: Combine this with the self-evaluation and feedback summary templates to create a unified performance development toolkit.