



70/20/10 Development Plan Template

The 70-20-10 model is a useful framework for professional development that emphasises the importance of diverse learning experiences. It helps individuals and organisation's structure development plans to maximise growth, performance, and impact.

Why Use the 70-20-10 Model?

The model reflects the natural ways people learn and grow in their careers. The 70-20-10 model blends diverse learning methods by combining hands-on practice, peer learning, and structured education, maximising impact through on-the-job experiences and mentorships that benefit both employees and organisations. It is highly customisable, adaptable to individual roles, career stages, and organisational priorities, and encourages ownership by empowering employees to take charge of their development through a mix of independent and supported activities.

The model divides learning into three categories

1. 70% - Experiential Learning (Learning through Experience)

This category focuses on on-the-job learning, which is considered the most impactful form of professional growth. It occurs naturally through challenges, problem-solving, and taking on new responsibilities.

- Leading a project or team.
- Managing a new client or account.
- Solving real-world problems.
- Shadowing senior colleagues.

2. 20% - Social Learning (Learning through Relationships)

Social learning involves gaining knowledge and insights through interactions with others. This includes feedback, mentorship, coaching, and informal collaboration.

- Receiving coaching from a manager.
- Being mentored by a senior professional.
- Participating in team strategy sessions.
- Networking within or outside the organisation.

3. 10% - Formal Learning (Structured Learning)

Formal learning consists of structured education programs, including courses, certifications, workshops, and seminars.

- Enrolling in a leadership development program.
- Completing an online course.
- Attending an industry conference.
- Earning a professional certification.

TEMPLATE 70/20/10

Name

Position

Department

Date of Development Plan

Manager's Name

Career Goals Short-term goals (6-12 months)

Career Goals Long-term goals (1-3 years)

Example Development Plan

Development Focus Area	Action or Activity	Resources/Support Needed	Timeline	Success Measure
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70% Experiential	Example- Lead a cross-functional project to improve team collaboration. Manager guidance, access to analytics tools.		Q1 2024	Improved team collaboration metrics.
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20% Social	Example- Monthly mentorship meetings with a senior leader in another department. Match with mentor through HR. Ongoing Feedback from mentor and progress on specific challenges.			
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10% Formal	Example- Complete a certification in project management. Budget approval for certification course. March 2024 Certification achieved.			
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REFLECTION AND REVIEW

What is working well?

What challenges are you facing?

Adjustments needed to the plan?

Next Review Date

HOW AND WHEN TO USE THE TEMPLATE

1. During Performance Reviews or Development Discussions- Introduce this template during one-on-one meetings between employees and their managers, typically during annual performance reviews or quarterly development discussions.
2. Align with the Organisations and Teams Goals- Before starting, ensure the employee's development plan aligns with organisational goals and team priorities.
3. Collaboration- Employee and manager should complete the template together, ensuring mutual agreement on goals and activities.
4. Implement and Monitor- Employees work on the activities outlined in the template, with managers providing support and accountability.
5. Reflect and Update Quarterly- Regularly revisit the plan to discuss progress, overcome challenges, and make adjustments as needed.

BENEFITS

The 70-20-10 model ensures a structured approach to employee development by aligning learning activities with career aspirations and business needs, encouraging accountability and regular feedback, and balancing experiential, social, and formal learning for holistic growth.