

**PROMPT WO-040**

Create a Team Development Plan

Purpose

Use this prompt to create a structured Team Development Plan that improves team performance, strengthens collaboration, closes skills gaps, and aligns development activities with business objectives. It is ideal for managers looking to build high-performing teams through targeted learning and continuous improvement.

DIFFICULTY
🟡 Intermediate

TIME SAVED
🕒 45–90 min

BEST FOR
Team Leadership



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Leadership and Organisational Development Consultant.

Create a professional Team Development Plan using the information below.

Team Name:
[Insert team name]

Manager:
[Insert manager's name]

Number of Team Members:
[Insert number]

Department:
[Insert department]



Business Objectives:

[List business objectives]

Current Team Strengths:

[List strengths]

Development Areas:

[List skills gaps or improvement areas]

Training Requirements:

[List training needs]

Performance Challenges:

[Describe current challenges]

Resources Available:

[List available resources]

Development Timeline:

[Insert timeframe]

Success Measures:

[List KPIs or performance measures]

Tone:

Professional, practical and motivational.

Please:

- Create a structured Team Development Plan.
- Summarise the team's current strengths.
- Identify key development priorities.
- Recommend training and development activities.
- Include SMART objectives.
- Create an implementation timeline.
- Include success measures and review dates.
- Finish with recommendations for maintaining continuous improvement.

Return only the completed Team Development Plan.



Example



INPUT

Team Name: Customer Services

Manager: Sarah Jones

Team Members: 18

Business Objectives:

- Improve customer satisfaction.
- Reduce response times.
- Increase first-contact resolution.

Development Areas:

- Product knowledge.
- Conflict resolution.
- Coaching skills.

EXPECTED OUTPUT

Team Development Plan

Team Overview

Department: Customer Services

Manager: Sarah Jones

Team Size: 18

Business Objectives

- Increase customer satisfaction above 95%.
- Reduce average response time by 20%.
- Improve first-contact resolution.

Current Strengths

- Strong teamwork.
- Excellent customer focus.
- High attendance levels.
- Positive employee engagement.

Development Priorities

- Improve product knowledge.
- Strengthen conflict resolution skills.
- Develop coaching capabilities for senior advisors.

Development Activities — see table below



ACTIVITY	OWNER	TARGET DATE
Product knowledge workshops	Training Team	Month 1
Conflict resolution training	HR	Month 2
Coaching skills programme	Manager	Month 3
Monthly knowledge-sharing sessions	Team Leaders	Ongoing

SMART OBJECTIVES

See table below

OBJECTIVE	SUCCESS MEASURE	TARGET DATE
Increase customer satisfaction to 95%	Customer surveys	Month 6
Reduce response time by 20%	Performance dashboard	Month 6
Complete all planned training	Training records	Month 3

REVIEW SCHEDULE

- Monthly team performance reviews.
- Quarterly development review.
- Annual skills assessment.

CONTINUOUS IMPROVEMENT

The development plan should remain a living document. Progress should be reviewed regularly, achievements celebrated, and new development opportunities identified to ensure the team continues to grow alongside the needs of the business.

 **Builder's Tip:** *High-performing teams aren't built by chance—they're built through consistent investment in people. Regular coaching, shared learning, and clear development goals help create a culture where individuals and the team can thrive together.*

Related Prompts

- WO-031 – Write a Professional Performance Review
- WO-033 – Create a Personal Development Plan
- WO-035 – Conduct a One-to-One Meeting
- WO-039 – Create an Employee Onboarding Plan



 Tags

**TEAM
DEVELOPMENT**

LEADERSHIP

HR

COACHING

PERFORMANCE