

Professional Development Plan

Name:

Date:

Leader's
Name:

Professional Development – The Bottom Line

Every employee is expected to improve his/her performance and capability year after year; development is the improvement in the capability of the employee to perform in his/her current job and his/her potential to perform future roles.

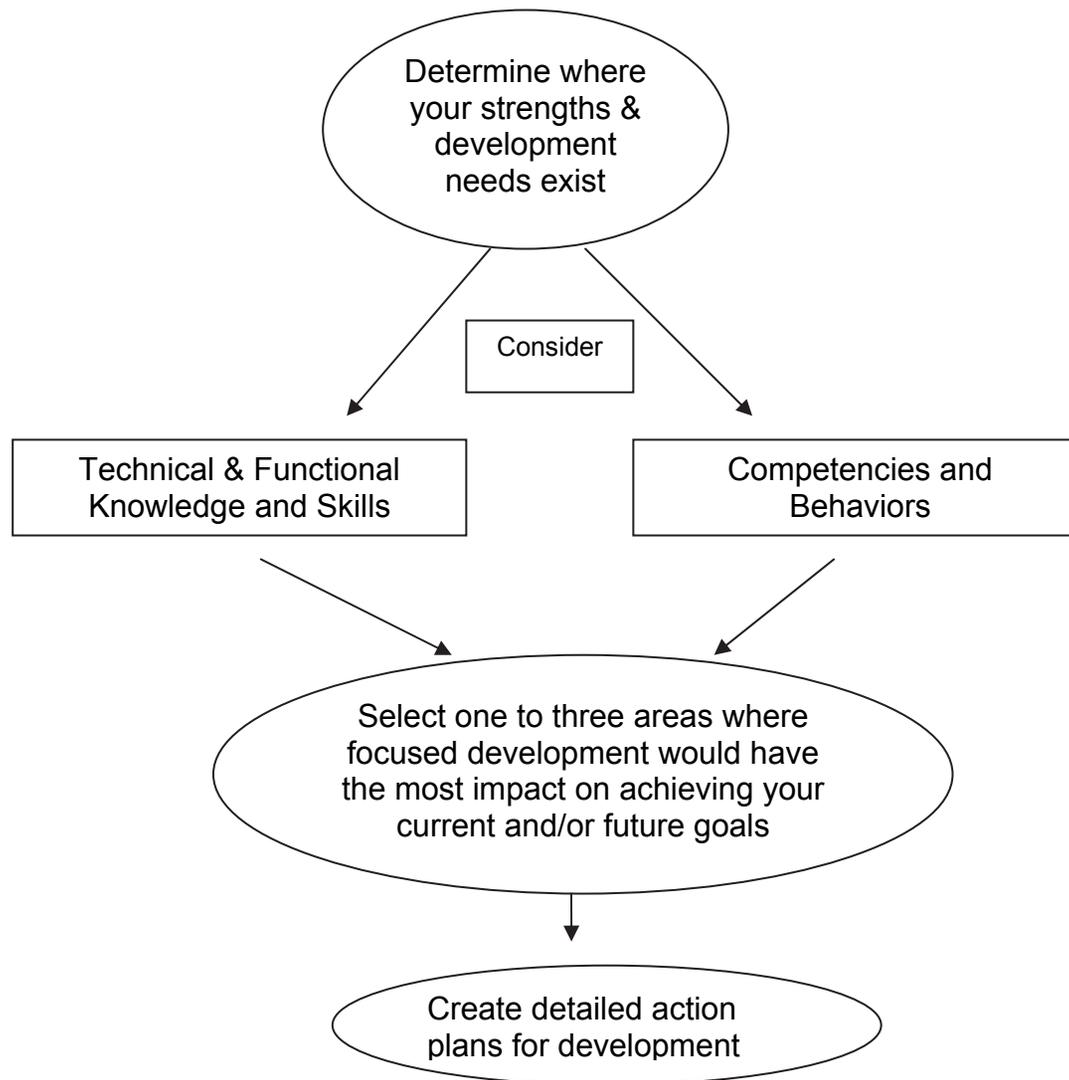
Development is about learning new skills and knowledge and the ability to apply it effectively in the workplace.

What's in it for you?

- Better able to successfully achieve your goals
- Gratification from striving to be your best
- Opportunity to expand skills and experience for future career growth

Note: This document is merely a template to help you in your personal and career growth – to help you move from “good” to “great”! Feel free to use all or part of the elements provided. Research shows that the more planning and details you build into a development plan, the more likely you will actually stick to the plan and change for the better!

Steps in the development planning process



Determining where to focus your development efforts

Where will development provide you with the greatest impact for your success?

- Review the Competencies
- Consider the technical and functional knowledge and skills required for your success
- Review the Development Planning Tip Sheet
- Recall prior feedback (previous performance reviews, 360 degree feedback, Birkman feedback, etc.)
- Determine where focused development would have the greatest impact on your ability to achieve your objectives successfully
- In addition to your annual goals/objectives, consider your career/growth goals in determining which competencies would be most impactful if developed.
- Select from one to three areas that will be most beneficial for your development (e.g., leveraging a strength, strengthening a proficiency, or neutralizing a weakness) and list them in the table below. Indicate with a check mark whether this is a strength, proficiency, or weakness.

I will see the greatest impact on my success by focusing development in the following areas:

Competency/Behavior	Strength to Leverage	Proficiency to Strengthen	Weakness to Neutralize
1.			
2.			
3.			

Development Action Plan – Goal 1

Participant Name:	Leader Name:	Competency/Behavior Of Focus:
--------------------------	---------------------	--------------------------------------

Development Goal 1 <i>What do you want to change? What will result from this change? What would success look like?</i>	I will improve _____ so that _____. I will know that I have been successful when _____.
--	--

Tasks/Activities <i>What specific tasks/activities will you do to help reach your goal?</i>	Target Dates <i>When will you start/stop and complete each action?</i>	Support Needed/Barriers To Overcome <i>What help will you need and from whom? What barriers will you likely face?</i>
1.		
2.		
3.		
4.		
5.		

Review your progress with your leader/mentor every 90 days.

Quarterly Update	Progress toward Goal	Your Initials & Date	Leader's Initials & Date
Update 1			
Update 2			
Update 3			
Update 4			

Development Action Plan – Goal 2

Participant Name:	Leader Name:	Competency/Behavior Of Focus:
--------------------------	---------------------	--------------------------------------

Development Goal 2 <i>What do you want to change? What will result from this change? What would success look like?</i>	I will improve _____ so that _____. I will know that I have been successful when _____.
--	--

Tasks/Activities <i>What specific tasks/activities will you do to help reach your goal?</i>	Target Dates <i>When will you start/stop and complete each action?</i>	Support Needed/Barriers To Overcome <i>What help will you need and from whom? What barriers will you likely face?</i>
1.		
2.		
3.		
4.		
5.		

Review your progress with your leader/mentor every 90 days.

Quarterly Update	Progress toward Goal	Your Initials & Date	Leader's Initials & Date
Update 1			
Update 2			
Update 3			
Update 4			

Development Action Plan – Goal 3

Participant Name:	Leader Name:	Competency/Behavior Of Focus:
--------------------------	---------------------	--------------------------------------

Development Goal 3 <i>What do you want to change? What will result from this change? What would success look like?</i>	I will improve _____ so that _____. I will know that I have been successful when _____.
--	--

Tasks/Activities <i>What specific tasks/activities will you do to help reach your goal?</i>	Target Dates <i>When will you start/stop and complete each action?</i>	Support Needed/Barriers To Overcome <i>What help will you need and from whom? What barriers will you likely face?</i>
1.		
2.		
3.		
4.		
5.		

Review your progress with your leader/mentor every 90 days.

Quarterly Update	Progress toward Goal	Your Initials & Date	Leader's Initials & Date
Update 1			
Update 2			
Update 3			
Update 4			

Professional Goals

Short-Term Goals (1 – 3 years):

Midrange Goals (5 - 6 years):

Long-Term Goals (10 years):
