**

**Professional Development Plan**

|  |  |
| --- | --- |
| **Employee name** |  |
| **Department** |  |
| **Start date** |  |
| **Job title** |  |
| **Direct supervisor** |  |
| **Review date** |  |

**Professional goals**

What are your desired career advancement goals for the next 12 months?

|  |
| --- |
| 1. Get promoted to a leadership position2. [Enter goal]3. [Enter goal] |

**Skill development**

What skills or knowledge areas do you need to develop in order to achieve your goals?

|  |  |
| --- | --- |
| **Goal** | **Skills** |
| 1. Get promoted to a manager position | 1.1 People management skills |
| 1.2 Budget management |
| [Enter goal 2] | [Enter skill] |
| [Enter skill] |

**Action plan**

What are the activities that will help you achieve your professional goals?

|  |  |
| --- | --- |
| **Goal** | **Skills** |
| 1. Get promoted to a manager position | 1.1 Find a manager to be my mentor |
| 1.2 Take on more responsibilities regarding the team’s budget |
| [Enter goal 2] | [Enter action plan] |
| [Enter action plan] |

**Resources**

What resources will you use to develop the skills and knowledge necessary to achieve your goals?

|  |  |
| --- | --- |
| **Goal** | **Resource** |
| 1. Get promoted to a manager position | 1.1 Start an online leadership course |
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|  |  |
|  |

**Feedback and evaluation**

What progress has the employee made in achieving their goals?

|  |  |  |
| --- | --- | --- |
| **Goal** | **Status and comments** | **Date** |
|  |  |  |
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|  |  |  |

**Signatures**

**Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_