

Professional Development Plan Template

Employee name		Job title	
Department		Direct supervisor	
Start date		Review date	

Professional goals to achieve

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

1. Get promoted to a leadership position
2. *[Enter goal]*
3. *[Enter goal]*

Skill development

Identify the specific skills or knowledge areas to develop in order to achieve the goals.

Goal	Skills
Get promoted to a manager position	1. 1 People management skills
	1.2 Budget management
<i>[Enter goal 2]</i>	<i>[Enter skill]</i>
	<i>[Enter skill]</i>

Action plan

Outline activities that are going to help achieve the professional goals.

Goal	Action plan
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
<i>[Enter goal 2]</i>	<i>[Enter action plan]</i>
	<i>[Enter action plan]</i>

Resources

What resources are you going to use to develop the skills and knowledge necessary to achieve these goals?

Goal	Resource
Get promoted to a manager position	1.1 Start a leadership online course

Feedback and evaluation

What is the employee's progress in achieving their professional goals?

Goal	Status and comments	Date of check

Signatures

Employee		Manager	
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