

# 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
[Enter goal 2]	[Enter skill]
	[Enter skill]

## 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
[Enter goal 2]	[Enter action plan]
	[Enter action plan]

## 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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