**Professional Development Plan**

This Professional Development Plan (PDP) is a measurable, actionable plan that identifies a professional goal or vision, tracks progress, and documents solid progress towards a desired career path. Follow the steps to complete the documents.

**Discovery**

1. Complete the following personal details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Plan Start Date |  |
| Title |  |  | Plan End Date |  |
| Department |  |  | Manager |  |
| Learning Style | Visual (spatial): Prefer using pictures, images, and spatial understanding  Aural (auditory): Prefer using sound and/or music  Verbal (linguistic): Prefer using words, both in speech and writing  Physical (kinesthetic): Prefer using body, hands, and/or sense of touch  Logical (mathematical): Prefer using logic, reasoning, and systems | | | |
| Modes  Of Learning | Leader-led  Virtual  1 to 1  Group/classroom  Individual/self-led | | | |

1. Share your short-term and long-term career goals
   * The short term mission is the focus of the PDP. What you intend to accomplish during this plan and why?
   * The long term mission helps keep the vision of your career in mind. What does this PDP get you closer to accomplishing for your career?

|  |  |
| --- | --- |
|  | Career Mission Statements |
| Short Term |  |
| Long Term  (5-10 year plan) |  |

**Planning**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Goals | Outcome/  Expectation | Supporter/Mentor/  Resources | Measurement | Target Date | Current Rating |
|  | 3 goals to accomplish in plan to further short term mission | Accomplishing this goal will … (increase in demonstrated skill/competency/knowledge, etc.) | Person, process, tools needed to accomplish goal | The metric used to measure accomplished goal | Can be different from plan end date | Rate self on current skill/performance/competence level below 1 - 6 |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Rating | Definition |
| 1 - Novice | Does not demonstrate this competency/skill, regardless of instruction or demonstration |
| 2 - Beginner | Demonstrates skill inconsistently, with moderate and repeated instruction from manager/leader |
| 3 - Improving | Demonstrates skill accurately/ consistently, mostly on familiar procedures or with guidance on new skills |
| 4 - Emerging | Demonstrates skill accurately and consistently in most situations, with minimal guidance |
| 5 - Competent | Demonstrates skill accurately, consistently, and independently |
| 6 - Overused | Demonstrates overuse or exaggeration of competency/skill to a fault or detriment |

1. Complete the Professional Development Plan Goal Matrix

|  |  |  |
| --- | --- | --- |
|  | Specific Actions | Steps |
| Goal | The actions to take develop to accomplish from the PDP Matrix | The step-by-step actions |
| 1 |  | 1. [define] 2. [define] 3. [define] |
| 2 |  | 1. [define] 2. [define] 3. [define] |
| 3 |  | 1. [define] 2. [define] 3. [define] |

1. Identify the specific steps to take to accomplish the action items of the PDP matrix

**Ongoing Reflections and Progress Tracking**

* + This section should be completed throughout the length of the PDP to track progress and reflections on the outcome

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific Actions | Notes | Completion Date(s) |
| Goal | The actions to taken in the Action Steps | Nuances or things to know about steps | Can be different from plan end date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Re-assess**

* + Complete the Personal Skills Assessment Post Plan

|  |  |  |  |
| --- | --- | --- | --- |
|  | Outcome/Result | Current Competence Rating | Notes |
| Goal | List actual result/outcome from PDP goal Matrix | 1 – 6 | Reasons for rating assessment. Consult manager/support on rating for accurate assessment |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Completion of the Plan**

|  |  |  |
| --- | --- | --- |
| Name | Signature | Plan Completion Date |
| Employee Signature |  |  |
| Manager Signature |  |  |
| Additional Notes |  | |