Professional Development Plan Template

Name:_____   **Date:**_____

Foundation *(Self-reflection)*

1. What are 5 skills and abilities that I bring to my department/university?

2. Think about your career aspirations and path. What 1-2 skills and abilities would you like to move/ maintain your career path?

Alignment with Department's/Institution's Future *(Self-reflection or can be completed with mentor or supervisor)*

3. Think about the trajectory and strategic plan for your department and/or institution. What projects or initiatives appeal to you?

4. Am I positioned to get involved now and if so how? If not, what can I learn that will help me contribute?

5. How can I develop the expertise I need (work experiences, training, rotating assignments to cross-train, conferences, books to read, mentoring, memberships etc.)?

Action Plan *(To complete with supervisor)*

1. List 3 steps that will help you move from where you are now to where you want be one year from now:

2. How do I plan to create the space/time for this over the next year? (identify barriers)

3. What resources/professional development support can I ask for from my department/institution to commit? (professional development resources, conferences, workshops, training, time, memberships, etc.)

4. How will I be rewarded and held accountable for my development?

Date to revisit this plan:_____

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