Professional Development Plan Template

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

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| **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]* |

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| **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]* |

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| **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]* |

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| **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 |
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| **Feedback and evaluation**  *What is the employee’s progress in achieving their professional goals?* | | |
| Goal | Status and comments | Date of check |
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| **Signatures** | | | |
| Employee |  | Manager |  |

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