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 position2. *[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]* |



[aihr.com](https://www.aihr.com/)

|  |
| --- |
| **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 |  |



[aihr.com](https://www.aihr.com/)

