



Professional development plan template

Name:

Department:

Role:

Manager:

Available Hours:

Available Budget:

1. Background information

What are your key skills?

For example, Problem Solving, Working in teams, Analysis, Writing

How much do you use them in your current role?

Current role analysis:

What are your key work challenges?

For example, dealing with interruptions, unscheduled projects

What skills might you need in the future in your current role?

Think about where you want to go? List skills you might need

Future role analysis

What Professional Development opportunities would like to focus on?

For example courses, projects, conferences, certifications, degrees, masters etc

Think about a role that you would like to have in the next 1-3 years. What skills would you need for the role?

Are you seeking a promotion within your section or across [company name]? List needed skills here



Now that you have outlined a few goals, think about opportunities you have every day to learn at work, online, and through life experiences. Work on a project that aligns with your learning goals.

2. Plan creation

What? Professional development need

Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)

How? Type of development

Examples: Workshops, online learning courses, conferences, self-development (research, reading, etc.), coaching, mentoring, job shadowing, project work, committee membership, new projects etc

When? Timeline

Examples: End of April, to be completed in the next 3 months

My learning plan:

Who? Responsibility

Examples: You, your manager to arrange, you work with the team and manager, etc.

Cost/budget

Associated costs

Comments

Examples: Resource requirements, Additional notes



Now that you have goals and a plan in place, think about how will you measure success.

3. Further comments

What? Professional Development Need

How? Type of development

What? What will I do differently as a result of this experience?

Evaluation

How? How will I continue to build on these skills?

Further comments



Growthspace helps hundreds of organizations to implement the main components of an advanced employee development plan in their organization. [Click here to speak with one of our consultants on how we do it](#)