

Professional Development Plan

Name	
Start date	

Assessment

Spend some time writing in a journal, or in conversation, about one or more of the following

- A personal vision for my life and career
- My values how I want to be working
- My strengths

Write a concise summary of these reflections in the space below.

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Professional goals to achieve

What are my desired career advancements goals for the next 12 months?

1. Enhance public speaking and presentation skills.
2. [Enter goal]
3. [Enter goal]

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Action plan

Outline activities that are going to help me achieve the professional goals. May include formal training or education, job shadowing, informational interviews, internships, mentors, taking on new responsibilities, volunteering, self-directed learning (books/podcasts/industry publications), joining industry groups.

Goal	Action plan	Timeline
1. Enhance public speaking and presentation skills	1.1 Join a public speaking club.	
	1.2 Take a communication course.	
	1.3 Seek opportunities to present at work.	
[Enter goal 2]	[Enter action plan]	

	[Enter action plan]	

Stakeholders & Support

Who can provide support and accountability for my development? How can I build in check-ins on my progress?

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Self-evaluation

What is my progress in achieving my professional goals?

Goal	Status and comments	Date of check
1. Enhance public speaking and presentation skills		3/1/2023