

Professional Development Plan

Employee Name	
Date	
Current Title/Role	
<p>Professional Goals and Aspirations</p> <p><i>Work with the individual to map out their goals, and aspirations. This may include specific education, projects, or other areas that the employee wants to achieve.</i></p>	
<p>Employee Skills and Abilities</p> <p><i>Determine a baseline of current skills, talents, and abilities while identifying areas of opportunity for growth. Positive feedback is key to building confidence and readiness.</i></p>	
<p>Development Opportunities</p> <p><i>List each development opportunity and a corresponding goal.</i></p>	
<p>Action Plan</p> <p><i>Develop action steps that are individualized and achievable. (Plan, steps, costs, resource needs, etc.) Determine routine communication and meeting cadence with employees.</i></p>	

Work with the employee to map out their professional development plan.

