

# Professional Development Plan

## Section 1: Personal Information

Employee Name:

Job Title:

Department:

Manager Name:

Date:

## Section 2: Career Goals

Short-Term Goals (1-3 months)

- 1.
- 2.
- 3.

MidTerm Goals (3-6 months)

- 1.
- 2.
- 3.

Long-Term Goals (1-2 years), if applicable

- 1.
- 2.
- 3.

Future Goals (1-2 years), if applicable

- 1.
- 2.
- 3.

### Section 3: Current Skills Assessment

#### Technical Skills

Skill	Proficiency Level (Beginner, Intermediate, Advanced)	Evidence/Examples

#### Soft Skills

Skill	Proficiency Level (Beginner, Intermediate, Advanced)	Evidence/Examples

## Section 4: Development Objectives

### Objective 1

- Skill/Competency to Develop:
- Why is this important?
- Target Proficiency Level:
- Resources Needed (e.g., courses, mentoring, books):

### Objective 2

- Skill/Competency to Develop:
- Why is this important?
- Target Proficiency Level:
- Resources Needed (e.g., courses, mentoring, books):

### Objective 3

- Skill/Competency to Develop:
- Why is this important?
- Target Proficiency Level:
- Resources Needed (e.g., courses, mentoring, books):

## Section 5: Action Plan

### Action Steps for Objective 1

1. Action Step:
  - Deadline:
  - Resources:
  - Support Needed:
2. Action Step:
  - Deadline:
  - Resources:
  - Support Needed:

### Action Steps for Objective 2

1. Action Step:
  - Deadline:
  - Resources:
  - Support Needed:
2. Action Step:
  - Deadline:
  - Resources:
  - Support Needed:

### Action Steps for Objective 3

1. Action Step:
  - Deadline:
  - Resources:
  - Support Needed:
2. Action Step:
  - Deadline:
  - Resources:
  - Support Needed:

## Section 6: Progress Tracking

Review Dates

Review Date	Progress Made	Adjustments Needed

Feedback and Comments

- Employee Comments:
- Manager Comments:

Signatures

- Employee:
- Date:
- Manager:
- Date:

\*This PDP can serve as a structured guide for setting and achieving professional development goals, ensuring both the employee and the manager have a clear understanding of the development objectives and the steps needed to achieve them.



