

Professional Development Plan

ABOUT THIS FORM: The purpose of this form is to document the employee's professional development plan. It is used during a development planning discussion between the employee and her/his supervisor. The supervisor and the employee discuss and agree upon the annual development plan, which becomes part of the employee's performance evaluation. This meeting provides an opportunity to discuss the employee's current job skills, **resource needs** and future career interests and exhibits commitment on the part of the department and the employee to accomplish the goals outlined.

Employee: _____ Position: _____

Fiscal Year: _____

Development Goals/Action Plan

Identify development areas or resources that are relevant to the employee's current job and career aspirations. They may involve improving a performance weakness, strengthening an existing skill, or developing a future skill. Development plans may include coaching, mentoring, attending internal or external training courses or conferences, membership in professional organizations, working on a special assignment or project, cross training, or technology/resources that will support the employee's current position etc.

GROWTH AREA or RESOURCE	BENEFIT TO EMPLOYEE & THE DEPARTMENT (e.g. career growth, skill needed to do current job, technology/resources, etc.)	ACTION PLAN (Include specific activity, cost estimate & timeframe for completion)	WHO IS RESPONSIBLE

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____