|  |  |
| --- | --- |
| Name | Date |
|  |  |

This template is designed to help you articulate and capture a meaningful and actionable development plan. Development plans can promote focus throughout one’s professional life, and are most successful when they include:

1. Goals with specific action steps, and
2. resources for support.

**Professional Development Goals versus Action Steps**

**Goals** may address knowledge you would like to gain, skills you would like to master, or abilities you want to acquire or strengthen. While the **goals** may be broad, the **action steps** should be small and measurable. As you create action steps, consider a wide range of possibilities. Here are some ideas:

* Online courses
* In-person courses
* Certifications
* Professional conferences or events
* Stretch assignments
* Cross-functional or cross-team projects
* Job shadowing/informational interviewing
* Feedback and coaching from peers, mentors, or your manager
* Behavioral practice (i.e. “speak up 2x in every meeting” or “review calendar weekly to check for over-scheduling”)

**The Importance of Resources**

Set yourself up for success by lining up resources you need to be successful, such as information, feedback from specific people, support from your supervisor, or time. See sample below.

|  |
| --- |
| ***Development Goal Sample: to create a higher functioning team by increasing my team leadership abilities, specifically communication.***  |
| ***Action Steps*** | ***Resources needed*** | ***Milestones*** |
| *Develop and pilot a weekly update template*  | *Input from team on information they’d like regularly**Time to create the template* | *Input from team by June 15**Template created and sent as an email update to the team by July 1* |
| *Create a habit of informal check-ins* | *Feedback from team at the end of the “trial” period* | *June 1-July 1 – walk around office and initiate short conversation about project with each team member at least 1x per week.*  |
| *Take Crucial Conversations course offered by the University* | *Learning approval from supervisor*  | *Have enrolled by June 15, taken the course by October 15* |

|  |
| --- |
| Development Goal One: |
| Action Steps | Resources needed | Milestones |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Development Goal Two: |
| Action Steps | Resources needed | Milestones |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Development Goal Three: |
| Action Steps | Resources needed | Milestones |
|  |  |  |
|  |  |  |
|  |  |  |