

Professional Development Plan for [Employee Name]

Include as many learning needs as required to achieve your agreed-upon objectives for the upcoming year.

| Learning and Development Need <i>Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)</i> | Type of Development <i>Examples:</i> <ul style="list-style-type: none"> • course or workshop • conference • self-development (research or reading) • coaching or mentoring • job shadowing • project work • committee membership | Timeline <i>Examples:</i> <ul style="list-style-type: none"> • end of April • to be completed in the next 6 months • over next 1-2 years | Who is Responsible? <i>Examples:</i> <ul style="list-style-type: none"> • staff member • manager to arrange • staff member to work with team and manager | Comments <i>Examples:</i> <ul style="list-style-type: none"> • resource requirements • additional notes |
|--|---|---|--|---|
| Gain additional skills in Microsoft Excel to increase my knowledge and improve my efficiency in daily tasks | Attend intermediate and high level Excel courses through UW–Madison face-to-face or online. Partner with peer staff to learn new Excel functions. | Complete by the end of my next 6-month review period. | I will research available coursework in mid or upper-level Excel skills and seek approval from my manager. I will find a peer team member to shadow and learn new Excel skills. | |
| Explore my interests in the field of finance, with an emphasis on data analytics. | Attend one regional conference and research how my interests in data analytics will specifically enhance my current position. | Complete conference and occupational research before the end of my annual summary evaluation discussion. | I will research and seek approval to attend the next annual conference and provide a summary to my manager of what the conference provides attendees. I will explore my interests in data analytics and share my findings to my manager. | |

Professional Development Plan Sample

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