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	Type of Development	Timeline	Who is Responsible?	Comments
Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)	*Examples:* • course or workshop • conference • self-development (research or reading) • coaching or mentoring • job shadowing • project work • committee membership	*Examples:* • end of April • to be completed in the next 6 months • over next 1-2 years	*Examples:* • staff member • manager to arrange • staff member to work with team and manager	*Examples:* • 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.	

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