



Professional Development Plan

EMPLOYEE INFORMATION

Name:

Current Position:

Date:

SELF EVALUATION

Self-reflection is essential to managing your professional development. Please take the time to assess and describe below what you want most from your work and what you have to offer IU.

What aspects of my job do I like most?

Where am I most successful in my job?

What skills do I contribute to IU?

What are my unique strengths?

What professional development is most valuable/desirable now?

What opportunities would I like to pursue in the next 12 months? What are my long-term career goals?

What competencies, skills, knowledge, or experience will I need to accomplish these short-term and long-term goals? What are my areas of professional growth?

Continued on reverse side.

After determining your specific areas of professional growth, create development goals for the next 30 days, 60 days, or 90 days that will help you meet your short-term and long-term career objectives. Engage your manager and/or mentor in this process.

Development Goal	What competency, skill, experience, or knowledge will I enhance or gain?	Actions: How will I gain this? <i>(e.g. on-the-job experience, formal/informal, coursework, mentoring, self-study, etc.)</i>	Timeframe to Complete
			<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days
			<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days
			<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days
			<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days
			<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days

TYPES OF PROFESSIONAL DEVELOPMENT TO CONSIDER:

- **Experiential**—Learning gained through additional tasks geared toward development in a certain skill area (technical or soft skill)
- **Coaching/Mentoring**—Learning that may occur through observation, discussion, and feedback that is geared toward development in a certain skill area
- **Instructional**—Learning that may occur through formal education, or training that provides knowledge in a specific area