

Planning for Individual Professional Development for _____

SCHOOL YEAR



What are your specific goals?	What key skills are needed for each goal?	What skills do you need to develop?	What actions are you going to take?	Target dates for progress review and completion

Professional Development Plan for _____

SCHOOL YEAR



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 growth and or knowledge (e.g. skills gained, knowledge acquired, topics/themes/ content covered)	Examples: <ul style="list-style-type: none"> • Course or workshop • Conference • Self-development (research or reading) • Coaching or mentoring • Job shadowing • Project work • Committee membership 	Examples: <ul style="list-style-type: none"> • End of April • To be completed in the next 6 months • Over next 1-2 years 	Examples: <ul style="list-style-type: none"> • Staff member • Manager to arrange • Staff member to work with team and manager 	Examples: <ul style="list-style-type: none"> • Resource requirements • Additional notes