

Professional Development Plan Worksheet

Instructions: The Professional Development Plan Worksheet serves as a reflective activity for you prior to creating a professional development plan. In drafting your development plan, focus on creating a plan to which you are completely committed. Write your responses to the questions in the spaces provided below. After you've completed this worksheet, you can transfer your information to the Professional Development Plan.

1. What are your career goals?
 - ▶ Short-term goals

 - ▶ Long-term goals

2. What experience have you already acquired to help meet these goals?

3. What experience do you still need to acquire?

4. Identify two or three skills, areas of knowledge, or behaviors you most need to improve at this time?

5. Where or how can you acquire the skills, knowledge, or behaviors listed above?

6. What help and support do you need to improve in these areas?

7. What do you stand to gain by bettering yourself in these areas?

8. What steps can you personally take to improve in these areas?

9. How will you monitor your progress in these areas?

10. Who needs to know about your action plan for improvement?

11. What are your first steps?