

# Professional Development Plan Template

Employee Name

Job Title

Department

Direct Supervisor

Start Date

Review Date

## Personal goals to achieve

*What are your desired career advancement goals for the next 12 months?*

## Skill development

*Identify the specific skills or knowledge areas to develop in order to achieve the goals*

Goal	Skills

## Action plan

*Outline activities that are going to help achieve professional goals*

Goal	Action Plan