Professional Development Plan Template

Employee Name	John Doe	Job Title	HR Technician
Department	Human Resources	Direct Supervisor	Maria Doe
Start Date	1/15/26	Review Date	1/15/27

Personal goals to achieve

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

Over the next 12 months, I would like to prepare for advancement into an HR Analyst position. I want to strengthen my ability to analyze information, develop recommendations, manage projects, and communicate effectively with employees, supervisors, and department leadership. I also want to gain experience working on projects that require greater independence and demonstrate my readiness to take on more complex responsibilities.

Skill development

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

Goal	Skills
Improve data analysis	Excel and reporting, identifying trends, problem-solving
Project Management skills	Project scoping, task delegation, timeline tracking, root-cause problem solving
Stakeholder Communication	Tailoring communications for different audiences, being adaptive
Public Speaking	Organization, active listening, translating data into clear presentations

Action plan

Outline activities that are going to help achieve professional goals

Goal	Action Plan
Improve data analysis	Take ownership of compiling monthly HR metric reports & present key observations and initial recommendations
Project management skills	Lead an end-to-end HR process improvement project independently
Stakeholder communication	Design and facilitate a refresher training session for department supervisors
Public speaking skills	Volunteer to host a workshop for employees

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