

Professional Development Plan Template

Summary Paragraph

Provide a summary of where you would like to head in your career

Career Goals

Describe your overarching career goals

Projects

Project Category (e.g. research, programming, lab techniques, scholarship/publication, teaching, service/outreach)

- Project Description
 - List of goal(s) the project addresses
 - Time estimate
 - List of professional development opportunities
 - Possible action steps:
 - Attend a workshop
 - Present at a conference (oral or poster)
 - Write a manuscript (assist or first-author)
 - Join a committee (or form/lead a committee)
 - Join a collaborative learning group (or form/lead a group, e.g. SDMG)
 - Take a course (on campus or online)
 - Mentor or be mentored
 - Self-study to learn a topic at your own pace
 - Meet with others to discuss ideas and look for collaborative partnerships
 - Attend social events at work to create/deepen relationships with colleagues

Summary of professional development opportunities