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