

Professional Development Plan Information and Instructions

The College of Forestry aims to support the professional development of all faculty, and encourages all faculty to create a professional development plan to identify and focus specific actions that can be accomplished to enhance professional growth. The College has also created a professional development fund for Research Support Faculty to further support professional development. This financial support is contingent on having a professional development plan on record with a faculty member's supervisor.

There is no specific one template for professional development plans, but we've developed an example that may help guide your own plan. Individuals may choose to develop simple plans with a short number of goals, or invest time in developing detailed plans with specific projects in mind. Professional development plans are never final, and should be reviewed each year as career goals evolve.

A simple professional development plan would include a short paragraph describing where you would like to be career-wise in 5 or more years, and list a few specific goals and actions to help reach those goals. Goals can be short term or long term and need not be specific to your current position.

The following are a sample of some example professional development goals and associated actions:

- Increasing research or technical skills through trainings and workshops
- Building team-working and leadership potential through courses or mentoring
- Enhancing communication skills through presentations to technical or non-technical audiences
- Improving technical writing by attending a science writing workshop
- Create new connections and relationships with colleagues by attending a conference

Once complete professional development plans are signed and submitted to an individual's supervisor. The document is filed pursuant to the department head's expectations.

Example Simple Professional Development Plan Template

Summary paragraph describing career goals

List three specific career goals

- 1.
- 2.
- 3.

List actions needed to achieve or support career goals

- 1.
- 2.
- 3.