

Professional Development Plan Draft Template

Summary paragraph describing career goals

My career goals are to advance towards XXX by playing a bigger role doing XXX or getting more involved in XXX or transitioning to a position that allows me to XXX. Or, my career goals involve strengthening my skills in XXX to help me improve in my current position.

List three specific career goals

1. Learn more about XXX
2. Gain new skill XXX
3. Expand my professional network by XXX

List actions needed to achieve or support career goals

1. Attend a class learn more about XXX
2. Take a workshop in XXX skill
3. Attend a conference to expand networking in XXX field