**PROFESSIONAL DEVELOPMENT PLAN TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE INFO** | | | | | |
| **EMPLOYEE NAME** |  | | **DEPARTMENT** |  | |
| **EMPLOYEE ID** |  | | **REVIEWER NAME** |  | |
| **POSITION HELD** |  | | **REVIEWER TITLE** |  | |
| **LAST REVIEW DATE** | |  | **TODAY'S DATE** | |  |
| **PERFORMANCE ASSESSMENT** | | | | | |
|  | **PROF DEVELOPMENT** | **PROF GROWTH** | **ACTION PLAN** | **LOGISTICS** | **TIMELINE** |
| ***Discuss any required training, coursework, workshops, etc.*** | ***List employee enrichment as a result of achieving set goals.*** | ***Detail the steps required to achieve the desired goal.*** | ***List all budget, equipment, and staffing requirements.*** | ***Provide predicted start date and projected date of completion.*** |
| **M I D D L E R A N G E / C R U C I A L** | | | | | |
| **1 - 2 Y E A R S** |  |  |  |  |  |
| **M I D D L E R A N G E / S I G N I F I C A N T** | | | | | |
| **2 - 3 Y E A R S** |  |  |  |  |  |
| **L O N G R A N G E / U S E F U L** | | | | | |
| **3 -5 Y E A R S** |  |  |  |  |  |