

# Professional Development Planning Workbook

---



*This workbook is a plan containing six steps that will help you outline your own or your staff's professional objectives and how you will achieve them.*



Supervisor  
Excellence



# Step 1

---

## *[Question Yourself]*

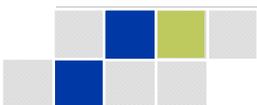
Use the spaces below to respond (honestly) to these questions. These questions may assist you in developing your Professional Development Plan (*PDP*), but are not required. Feel free to use the back of these worksheets or use additional paper as needed. This is your workbook and does not need to be handed in with the Professional Development Plan.

1. List your strengths (talents, abilities, skills)
  
2. When have you (perhaps) not been as successful as you like? What gets in the way of you being as effective as you would like? What additional knowledge, skill and behaviors would help you?
  
3. What feedback have you received from others? Think critically even if you don't agree with what you've heard. Consider non-verbal communication you've noticed from others and even "rumors." The chart below may be useful.

Negative	Neutral	Positive



4. To what extent do you agree with this feedback?
5. How does this compare with your own image of yourself?
6. What are others' expectations of you?
7. What is most important to you about the work you do?
8. What do you want to do that you are not doing now?
9. What do you care about most in your life?
10. What do you enjoy doing?
11. In what ways do you want to contribute at work?
12. What goals and objectives are important to both you and this organization? What do you and the organization want from what you do?
13. What may be keeping you from fulfilling these objectives?
  - a. Knowledge,
  - b. Skills
  - c. Behaviors
  - d. Other



14. Do your personal goals (what you want and need) fit with the organization's goals and culture?

15. What additional information do you need that you don't have?

16. What questions do you have of your manager, the organization?

17. What keeps you from fulfilling your personal goals?

- a. Knowledge
- b. Skills
- c. Behaviors
- d. Other

18. Of the information listed (above,) what do you want to change or improve? What are you willing to do?

19. Of the information listed on this page (above,) what *can* you change or improve? What are you willing to do?



# Step 2

## *[Brainstorm]*

After reviewing your responses to the questions above, brainstorm some basic goals that will help you achieve both your personal needs and wants. You will work on transforming these into SMART Goals shortly.

The chart below can be used to help you decide which possible goals will give you the most to least impact. If you find this helpful, transfer the items you listed above to the chart. The columns to your left are items that are easy to do, of moderate difficulty or are hard to do. The rows to the right indicate what impact you will receive from the action you will take.

		Impact		
		Small	Moderate	Substantial
Difficulty	Easy			
	Moderate			
	Difficult			

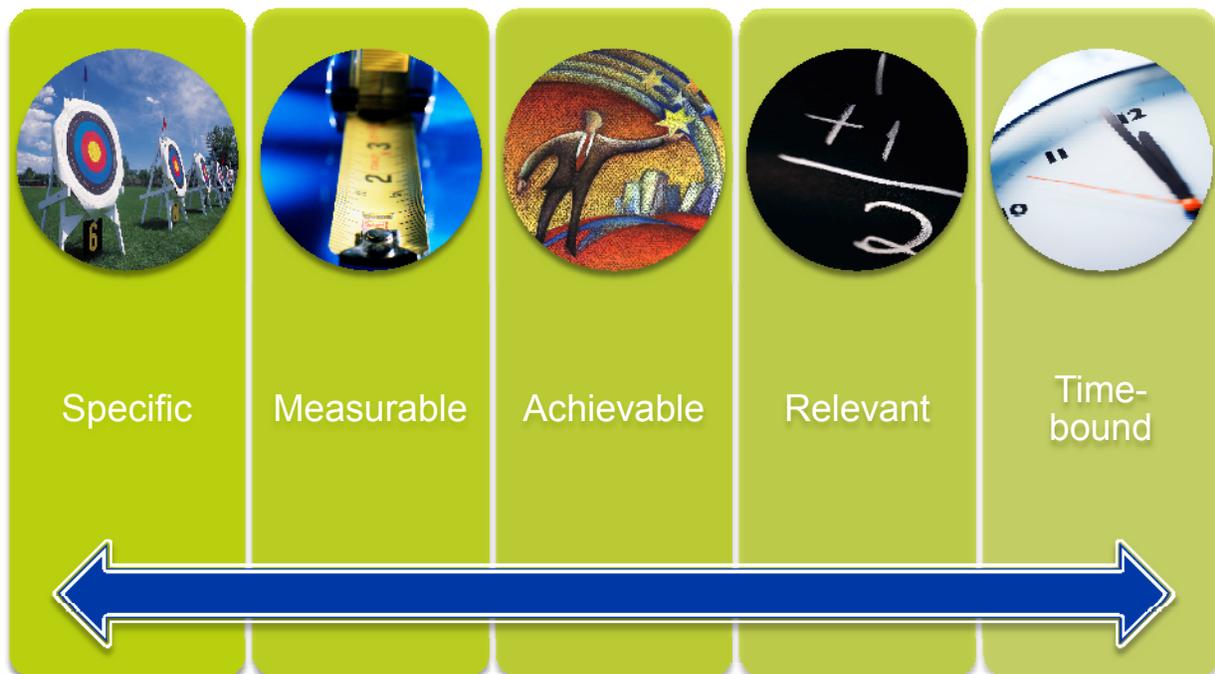
More likely than not you will choose goals that have the most impact and are easy or of moderate difficulty to do. But, in the end, the choice is yours to make.



# Step 3

## *[Transform Your Goals]*

Your best shot at achieving goals is dependent on how well you've written them – they need to be SMART. In other words, how will you know you've achieved something if you haven't developed goals that are specific, measurable, achievable, relevant and time-bound?



## Specific

What is the observable result?

What conditions will be met as a result?

How will I know I have accomplished this goal? Where am I starting from? How will I see the result?

Have I stated the goal clearly, concisely?

## Measurable

How will I know when I am competent in the skill/knowledge I am learning?



Quantify the expected results (number, frequency, percentage)

Describe criteria by which the result will be evaluated (what factors will be met and how well?)

How will the data be collected? What needs to be done? When does it need to be completed?  
What measures will be used to verify the task is complete to the appropriate degree?

## Achievable

Do I have the needed resources and tools?

Are my timeframes for completion realistic?

Can I do this?

Is it my behavior that will affect the desired change?

Does it challenge me to grow?

Are other competing demands occurring as I do this? How can I manage this? Are there barriers in the way to reaching the goal – are they insurmountable?

## Relevant

Do my goals support the department/organization goals or strategies?

Do they integrate the organization's values?

Do my goals matter to me personally?

## Time-bound

Do my goals identify the expected deadline for completion?

If I am learning a new skill or behavior, do I state the number of times or the amount of time or change needed before I am competent?



# Step 4

---

*[Select Your Goals]*

Pick at least two, but no more than three SMART goals you will work towards.

## Goal 1

Specific:

---

Your goal, with measurable results

Measurable:

---

How you will quantify the results

Achievable:

---

Is this goal realistic? What support do you need?

Relevant:

---

Does this goal fit with the organization's goals?

Time-bound:

---

What is the deadline?



## Goal 2

Specific:

---

Your goal, with measurable results

Measurable:

---

How you will quantify the results

Achievable:

---

Is this goal realistic? What support do you need?

Relevant:

---

Does this goal fit with the organization's goals?

Time-bound:

---

What is the deadline?



## Goal 3

Specific:

---

Your goal, with measurable results

Measurable:

---

How you will quantify the results

Achievable:

---

Is this goal realistic? What support do you need?

Relevant:

---

Does this goal fit with the organization's goals?

Time-bound:

---

What is the deadline?

Is this goal realistic? What support do you need?



# Step 5

---

## *[Determine Objectives]*

Now it's time to list the action steps (often called objectives) that you will take to achieve your goal.

How will you practice what you are trying to develop? How will you know you are moving toward competency? Action steps can include trying on a new behavior or applying a new skill. You may not require additional training or education. Remember, competency = you can apply the skill/behavior, or knowledge "at will."

Two to three steps should be sufficient.

1.

2.

3.



# Step 6

---

*[Add to Your Plan]*

Transfer these goals and action steps to your Professional Development Plan.

1. Write your name, position, department, the current date, and the review date with your manager. The other blank boxes appearing on the form may be used by your department for additional tracking purposes.
2. If you have 3 goals, use a PDP form for each goal (makes it easier to read!)
3. Transfer or write your goal from the Worksheet (above) to the line “Development Goal” on the P.D.P.
4. Transfer or write the action steps from the Worksheet to the P.D.P. form
5. List a resource person for each action step. This is someone who will coach you, help you obtain the information, training, practice you are seeking.
6. Place a date as to when you will complete the action steps (this is much like setting another goal.)
7. Knowledge/Skill Development (training, reading, etc.). What knowledge or skill development do you require and how will you “get” it? By when?
8. Feedback/Support/Progress Tracking - what kind of feedback and support will you seek? By when?
9. Learning Journal - what worked/did not work? What will you do differently the next time?



# Professional Development Plan

<b>Name</b>		<b>Position</b>		<b>Department</b>	
<b>Current Date</b>	<b>Review Date</b>	<b>Employee Signature</b>	<b>Manager Signature</b>		
<b>Development Goal:</b>					
Goals should always be: S – Specific    M – Measurable    A – Achievable    R – Relevant    T – Time Bound					
<b>Action Steps</b>	<b>Resource Person</b>	<b>Due Date</b>			
<b>Training / Development</b>	<b>Notes</b>	<b>Due Dates / Tracking Dates</b>			

# Professional Development Plan

---

Feedback/Support/Progress Tracking
General Comments/Notes