

Instructions for Supervisors to review Professional Development Plan

The purpose of the Professional Development Plan is to provide the employee with an opportunity for professional growth and to assist those who may be struggling with recommendations for ways to develop needed skills and knowledge. Click on the [Professional Development](#) icon to access a description of the Professional Development Plan and its purpose



Professional Development Plan

The Professional Development Plan is included to identify skills, knowledge, and abilities for future growth, growth in the current job or performance improvement. The Professional Development plan may be unique for each employee unless there is a common skill that needs to be developed by all.

1. Managers should partner with employees to establish a plan to develop skills, knowledge and abilities for future growth and development, growth in the current job, or performance improvement. Enter the skills, knowledge, or competencies for development on the form.
2. Provide a timeline for progress, that is, when the manager expects the employee to complete the assignments. **Example:** Complete two Lynda.com courses on time management by March 30, 20xx.
3. In the *Results/Actions taken* section indicate when the employee completed the developmental assignments.
4. Ensure that employee is compliant in all required training mandated by the University. To confirm the training workshops an employee has completed, ask each employee to attach a copy of his or her training profile.

On the direct reports RED Form, enter if the employee completed their Professional Development Plan. Verify that the employee completed the actions within the time frame identified. Also, think of additional development opportunities to add to the employee's RED Form for the next year.

Note: The employee will provide you with this information.

Professional Development Plan
Click the icon below for tips on how to complete this section



Skills/knowledge/abilities to be developed (or improved)

Learn to complete V Lookup in Excel to better compare data between spreadsheets.

Action steps/Timeframe

Complete LinkedIn Learning Course on Excel by April 30, 2022.

Results/Actions taken

Completed the LinkedIn Learning Course on Microsoft Excel 2016 on February 22, 2022.

Skills/knowledge/abilities to be developed (or improved)

Work on prioritizing tasks to ensure timely completion of priority assignments.

Action steps/Timeframe

Attend Time Management course at St. John's by 5/31/2022.

Complete LinkedIn Learning course on Time Management by 5/31/2022.

Results/Actions taken

Attended Time Management workshop offered by Training & Development on 12/03/2021.

Completed LinkedIn Learning course on Time Management on 1/19/2022.