

## RED Formstack #6 Instructions for Supervisors to complete Direct Reports' Professional Development Plan - 2023

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 the 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 LinkedIn Learning 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 the employee to attach a copy of their training profile.

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On the direct report's RED Form, enter if the employee has completed their Professional Development Plan. Verify that the employee completed the actions within the time identified. Also, think of additional development opportunities to add to the employees' 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)

Complete LinkedIn Learning course on Articulate

Action steps/Timeframe

By March 30, 2023

Results/Actions taken

Completed Feb. 28, 2023

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

Learned how to do VLookup in Excel

Action steps/Timeframe

December 15, 2022

Results/Actions taken

January 20, 2023