

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.