

Individual Professional Development Plan Template

Name

Goal: _____

TIMEFRAME	UNIT goals: (e.g. Enhance current skills, develop new skills, change job class or title, manage succession planning, etc.)	Professional goals: (e.g. Enhance current skills, develop new skills, change job class or title Positional goals, gain further qualifications, join professional associations, etc.)
Next 12 months		
Next 2 years		

This Professional Growth Plan was discussed and approved on _____

Employee Signature _____

Supervisor Signature _____