**Professional Development Plan**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Name | Job Title | Last Updated |

|  |  |
| --- | --- |
| **PLAN** | |
| **Career Goals** (What do you want to do in the next three years? Do you want to focus on your current job or prepare for something new?): | |
| Near-term career goals (0-12 months): | Long-term career goals (1-3 years): |
|  |  |
| **Related Strengths** | **Related Development Needs** |
|  |  |
| **Development Goals** (Identify 1-3 desired outcomes of this development plan): | |
|  | |
| **Action Plan** (How will you acquire new knowledge, skills, or experience? What actions will be taken by whom, by when?): | |
|  | |
| **Challenges** (What obstacles or challenges do you anticipate? What will you do about them?): | |
|  | |
| **Application** (How will you use new knowledge, skills, or experience to benefit yourself, your team, and OHIO?): | |
|  | |

|  |
| --- |
| **ACT and REFLECT** |
| **Notes, Results, and Feedback** (What progress are you making? What are others saying? What adjustments need to be made?): |
|  |
| **Reflection** (How have you applied new skills from this development plan? How has this benefited you, your team, and the university?): |
|  |