**Professional Development Plan**

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| Employee Name | Job Title | Last Updated |

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| **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): |
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| **Related Strengths** | **Related Development Needs** |
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| **Development Goals** (Identify 1-3 desired outcomes of this development plan): |
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| **Action Plan** (How will you acquire new knowledge, skills, or experience? What actions will be taken by whom, by when?):  |
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| **Challenges** (What obstacles or challenges do you anticipate? What will you do about them?): |
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| **Application** (How will you use new knowledge, skills, or experience to benefit yourself, your team, and OHIO?): |
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| **ACT and REFLECT** |
| **Notes, Results, and Feedback** (What progress are you making? What are others saying? What adjustments need to be made?): |
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| **Reflection** (How have you applied new skills from this development plan? How has this benefited you, your team, and the university?): |
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