

Professional Development Plan

PURPOSE: Ohio University's Division of Student Affairs (DOSA) challenges each employee to maintain a professional development plan (PDP) that focuses on both career development aspirations and support of DOSA's priority to infuse social justice and equity into day-to-day work.

HOW TO GET STARTED: Consult the Professional Development Plan Tip Sheet as a guide to completing this plan. You are encouraged to work with your supervisor to establish this plan and to also regularly discuss your progress. Submit your completed PDP to your supervisor. You will develop a new PDP annually.

PRINTING AND SAVING YOUR PDP: Print both pages of this PDP template if you wish to write on it by hand. To type responses, enter your text into each text box corresponding to a prompt. Look for options to "Print to PDF" or "Save as PDF" under the File or Print menu. Give your document a title, save it, and email a copy to your supervisor. Note: Selecting the option to download the document template as a PDF will not save your typed response.

Professional Development Targets:

Identify specific targets for growing your professional skills to help you in your current position and/or for future professional roles.

Action Plan:

Identify steps you will take to achieve outcomes. Include a timeline for working toward these actions and experiences.

Progress:

Identify specific achievements that have helped you progress toward achieving your goal. Identify how you have leveraged strengths to overcome challenges.

Social Justice Goal (0-12 months):

Social Justice is an active process and commitment to promoting equity through (1) the identification and removal of barriers, (2) facilitation of learning, (3) cultivation of community, and (4) empowerment of people. Identify how you will continue growing in the area of social justice.

Action Plan:

Identify steps you will take to achieve outcomes. Include a timeline for working toward these actions and experiences.

Progress:

Identify specific achievements that have helped you progress toward achieving your goal. Identify how you have leveraged strengths, where appropriate, to overcome challenges.