Professional	Development	Plan	Template
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Date:

Name:	Direct report:
Current role:	Career track (1-3 years):

Current strengths, weaknesses, issues and gaps in achieving career objective	Actions needed to meet obje	ctive When
1. Strengths:		
2. Weaknesses:		
3. Issues:		
4. Gaps:		
Staff member Date	Manager	Date
	Manager(once removed)	Date



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