

Professional Development Plan Template

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 objective	When
1. Strengths:		
2. Weaknesses:		
3. Issues:		
4. Gaps:		

Staff member _____ Date _____

Manager _____ Date _____

Manager _____ Date _____
(once removed)