

Professional Development Plan Template

Date: 1 August 2019_____

Name: Jane Smith_____

Direct report: Marvin Buck_____

Current role: Electrical engineer_____

Career track (1-3 years): Plant manager of AIRCRAFT Pty Ltd in 3 years

PD objective in next 12 months: To gain experience in managing teams and also understand budgets, financial management and business planning concepts and drivers.

Current strengths, weaknesses, issues and gaps in achieving career objective	Actions needed to meet objective	When
1. Strengths: Very well-developed estimator and designer Strong industry networks Highly experienced with strong problem solving and technical expertise Personable and effective communicator	NA	NA
2. Weaknesses: Limited people management experience No financial, budgeting and reporting experience	Appoint business mentor (internal person) to provide a sounding board on people management issues. Refine reporting lines to include line management responsibility of maintenance team (5 trade staff and their supervisor). Enrol in online (and assisted) business and financial management principles and basics course. Provide AIRCRAFT Pty Ltd's finance manager as a tutorial buddy.	By 1 September 2019 By 1 November 2019 By 1 January 2020
3. Issues: Fly-in, fly-out from Perth (office based in Sydney) Family time pressures – hard to extend hours for development outside normal job	Provide access to a graduate engineer for support and lower-level tasks.	By 1 November 2019
4. Gaps: No formal management qualification	To be addressed based on progress with other actions above.	Monitor and revise by 30 June 2020

Staff member _____

Date _____

Manager _____

Date _____

Manager _____

Date _____

(once removed)