

This professional development plan template is an optional tool for you to use as a culminating exercise for individual coaching or within a group workshop. Participants should rely on multiple sources to identify their development needs. Below are examples of sources of information helpful for identifying goals.

- 1) **Myers-Briggs Type Indicator® Personal Impact Report.** This report contains a wealth of information designed to help individuals identify natural strengths, as well as blind spots, based on personality preferences. Guide participants in identifying the content most relevant, accurate, and applicable to their personal and professional circumstances.
- 2) **Feedback from others.** Whether through a formal 360° assessment or informal feedback from others, participants should seek out suggestions for development from their manager, peers, and direct reports. While a formal process provides an anonymous format, informal interviews can still prove to be a valuable source of feedback. Sample questions for them to ask:
  - *What strength do you believe I should leverage more?*
  - *What blind spot do you believe I may have that I'm not aware of?*
  - *What is one behavior change or action you feel I could benefit from most?*
- 3) **Other sources of information.** Have participants received any additional training, assessment data, or professional development opportunities to consider? Another possible source could be individual goals identified for human resources or talent management. Consider career planning such as development needed for advancement or yearly goals for talent management.

Following are examples of how to guide participants—in this case a new manager in a technical manufacturing environment—in responding to each section of their Professional Development Plan.

## What I want to achieve

Once participants have identified their focus, they need to think broadly about their goal. What they want to achieve should be their long-term goal or end result.

Example: *I want to be successful in my new role as a manager by learning to develop, mentor, and coach my employees.*

## The benefit of achieving that

Professionals often fail to consider this concept. Have participants really think about the benefits of achieving their goals.

Example: *My direct reports will respect me as a leader and be open to working together effectively as a team.*

## My top two priorities

Participants' priorities should be specific and concrete.

Example: *My first priority is to be a better delegator. I often struggle to be patient with employees when I see that I could complete their task more quickly.*

Example: *My second priority is to be a better listener in order to identify my direct reports' needs.*

## My behaviors

**Behavior to continue practicing.** Here participants should focus on their strengths, identifying what they do well and should continue doing to support their goals.

Example: *I have great technical skill in industrial manufacturing and many years of experience to leverage.*

**Behavior to strengthen.** Here participants should identify a development need that is necessary for them to reach their goals.

Example: *When an employee is struggling with a task, as a new manager it is easier for me to just complete the task myself. I must learn to be patient, provide guidance, and mentor my employees for their long-term growth. For me to be successful as a leader, my team members need to be successful in their roles.*

## My measure of success

Make sure participants are specific about what success will look like.

Example: *I will have more time for meeting one-on-one with every employee to focus on their growth and learning, as opposed to taking over or doing their job for them. By Q4, I will be meeting with each direct report for one hour each week.*

## Actions I will take to achieve my goals

Participants should be as specific as possible in the actions they plan to take and add dates where appropriate.

Example: *I will work with our external consultant to learn appreciative inquiry techniques. I will complete this coaching by May 10 and begin practicing with my direct reports. I will solicit feedback about my progress from my direct reports.*

Example: *Each day I will replace two hours of direct work that I can delegate with two hours of mentoring and coaching each employee.*

## People who will give me feedback/support

Explain to participants that the people who provide feedback about their progress could be the same people who provide support, or they could be different.

Example: *My manager and our human resources department will provide support. My manager and my direct reports will provide feedback.*



# Professional Development Plan

**What I want to achieve:**

**The benefit of achieving that:**

**My top two priorities:**

1)

2)

## MY BEHAVIORS:

**Behavior to continue practicing:**

**Behavior to strengthen:**



# Professional Development Plan

**My measure of success:**

**Actions I will take to achieve my goals:**

**People who will give me feedback:**

**People who will provide support:**