

Professional Development Plan for <i>[Employee Name]</i>
Name:
Position:
Department:
Experience:
Date:
Review Date:
<u>Current Situation Assessment</u>
Skills & Strengths
Areas for Improvement
<u>Career Goals</u>

Skill Gap Analysis

Specific Objectives

Action Plans

Resources and Support

Timelines

Success Metrics

Progress Tracking Method

Review and Adjustment Process

Required Approvals

Employee Signature:

Supervisor:

HR Manager:

Next Review Date: