**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12344&utm_source=template-word&utm_medium=content&utm_campaign=Professional+Development+Plan-word-12344&lpa=Professional+Development+Plan+word+12344)Professional Development Plan Template   
for Employees**

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| Employee |  | | | | | | | | |
| Job Title |  | | | | | | | | |
| Department |  | | | | | | | | |
| Manager / Supervisor |  | | | | | | | | |
| Plan Date |  | | | | | | | | |
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| Briefcase with solid fill**Strengths and Development Areas** | | | | | | | | | |
| Category | | Description | | | | | | | |
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| Briefcase with solid fill**Development Support and Resources** | | | | | | | | | | | |
| Category | | | | | Description | | | | | | |
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| Briefcase with solid fill**Training, Education, and Certification Costs** | | | | | | | | | | | |
| Category | | Description | | | | | | | | Estimated Cost | |
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| Briefcase with solid fill**Performance Development Goals (SMART)** | | | | | | | | | | | | |
| SMART | | Goal | | | | | | Timeframe | | | | |
| **S**pecific | |  | | | | | |  | | | | |
| **M**easurable | |  | | | | | |  | | | | |
| **A**chievable | |  | | | | | |  | | | | |
| **R**elevant | |  | | | | | |  | | | | |
| **T**ime-Bound | |  | | | | | |  | | | | |
|  |  |  |  |  |  |  |  | |  |  |  |  | |  |
| Briefcase with solid fill**Performance Development Goals (SMART)** | | | | | | | | | | | | |
| Development Activity | | Target Date | | | Owner | | | | | Status | | |
|  | |  | | |  | | | | | In Progress | | |
|  | |  | | |  | | | | | Not Started | | |
|  | |  | | |  | | | | | Scheduled | | |
|  | |  | | |  | | | | | Not Started | | |
|  | |  | | |  | | | | | Pending | | |
|  | |  | | |  | | | | | Pending | | |

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|  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week 11** | **Week 12** |
|  | **X** |  |  |  |  |  |  |  |  |  |  |  |
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| Briefcase with solid fill**Growth Evaluation and Feedback** | | |
| Evaluation Area | Employee Self-Assessment | Manager Input |
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| Briefcase with solid fill**Career Advancement and Long-Term Growth** | | | | | |
| Category | | Description | Action Steps | Target | |
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| **Review and Acknowledgment** | | | | | |
| Reviewed By |  | | | | |
| Title |  | | | | |
| Name |  | | | | |
| Date |  | | | | |
| Reviewed By |  | | | | |
| Title |  | | | | |
| Name |  | | | | |
| Date |  | | | | |

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