**Professional Development Plan Template
for Employees**

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| Employee |  |
| Job Title |  |
| Department |  |
| Manager / Supervisor |  |
| Plan Date |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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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