**Professional Development Plan Template
for Employees Example**

|  |  |
| --- | --- |
| Employee | Kiran Gupta |
| Job Title | Business Analyst |
| Department | Operations |
| Manager / Supervisor | Krista Ahmed |
| Plan Date | MM/DD/YY |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Briefcase with solid fill**Strengths and Development Areas** |
| Category | Description |
| Current Strengths | Strong analytical skills, problem-solving, and project management |
| Professional Development Areas | Data visualization, stakeholder communication, strategic thinking |
| Career Interests and Aspirations | Move into a senior analyst role and lead cross-functional projects |
| Challenges and Barriers | Limited experience presenting to executives, balancing workload with development goals |

|  |
| --- |
| Briefcase with solid fill**Development Support and Resources** |
| Category | Description |
| Available Company Resources | Internal analytics training, mentorship program, project collaboration tools |
| Technology and Tools Needed | Power BI, advanced Excel, CRM software |
| Manager/Team Support | Biweekly coaching sessions, project feedback from leadership |
| Time Allocation | Two hours per week for learning and development |
| Potential Roadblocks | Time constraints and the need for hands-on experience |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Briefcase with solid fill**Training, Education, and Certification Costs** |
| Category | Description | Estimated Cost |
| Advanced Skills Training | Data visualization and reporting course | $900.00 |
| Certifications and Licensing | Certified Business Analysis Professional (CBAP) | $1,500.00 |
| Higher Education Programs | Business Strategy Certification Program | $2,200.00 |
| Industry Conferences and Networking Events | National Business Analytics Summit | $1,000.00 |
| Technology and Tools Needed | Power BI license and training | $800.00 |

|  |
| --- |
| Briefcase with solid fill**Performance Development Goals (SMART)** |
| SMART | Goal | Timeframe |
| **S**pecific | Improve data visualization and reporting skills | Six months |
| **M**easurable | Complete a Power BI course and create two dashboards | By Q4 20XX |
| **A**chievable | Leverage company training and mentorship resources | Ongoing |
| **R**elevant | Supports role growth and decision-making impact | Immediate application |
| **T**ime-Bound | Present data-driven insights to senior leadership | December 20XX |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Briefcase with solid fill**Performance Development Goals (SMART)** |
| Development Activity | Target Date | Owner | Status |
| Skill Training/Certification | MM/DD/YY | Employee | In Progress |
| Networking and Professional Development | MM/DD/YY | Employee | Not Started |
| Mentorship and Coaching | MM/DD/YY | Employee | Scheduled |
| Job Shadowing and Cross-Training | MM/DD/YY | Employee | Not Started |
| Review and Feedback Session | MM/DD/YY | Manager | Pending |
| Next Review | MM/DD/YY | Manager | Pending |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week 11** | **Week 12** |
| Skill Training/Certification | **X** | **X** | **X** | **X** |  |  |  |  |  |  |  |  |
| Networking and Pro Development |  |  |  |  | **X** | **X** | **X** |  |  |  |  |  |
| Mentorship and Coaching |  |  |  |  |  |  |  | **X** | **X** |  |  |  |
| Job Shadowing and Cross-Training |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** |
| Review and Feedback Session |  |  |  |  |  |  |  |  |  |  |  | **X** |

|  |
| --- |
| Briefcase with solid fill**Growth Evaluation and Feedback** |
| Evaluation Area | Employee Self-Assessment | Manager Input |
| Training and Learning Application | Successfully applied new visualization techniques | Needs improvement in data storytelling |
| Certifications and Knowledge Growth | Completed Power BI training | Should pursue hands-on experience |
| Engagement and Initiative | Actively participated in a mentorship program | Showed strong motivation and leadership potential |
| Next Development Goals | Strengthen presentation skills, executive communication | Focus on stakeholder engagement training |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Briefcase with solid fill**Career Advancement and Long-Term Growth** |
| Category | Description | Action Steps | Target |
| Expanded Responsibilities | Lead analytics projects, mentor junior analysts | Take ownership of cross-team initiatives | Q2 20XX |
| Leadership Development | Prepare for a senior analyst or management role | Enroll in leadership training | Q3 20XX |
| Industry or Cross-Functional Experience | Gain exposure to different business units | Collaborate with finance and strategy teams | Ongoing |
| Continued Learning Plan | Stay current with industry trends and tools | Complete one advanced training course per year | Ongoing |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Review and Acknowledgment** |
| Reviewed By | Employee |
| Title | Business Analyst |
| Name | Kiran Gupta |
| Date | MM/DD/YY |
| Reviewed By | Manager / Supervisor |
| Title | Director of Operations |
| Name | Krista Ahmed |
| Date | MM/DD/YY |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |