**[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=Example+Professional+Development+Plan-word-12344&lpa=Example+Professional+Development+Plan+word+12344)Professional Development Plan Template   
for Employees Example**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | | | |

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| 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 | | | | | | |
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| 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 | |

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| 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 | | |

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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** |
| 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** |

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| 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 |

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| 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 | | | | |

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