**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9431&utm_source=template-word&utm_medium=content&utm_campaign=Professional+Development+Plan-word-9431&lpa=Professional+Development+Plan+word+9431)Professional Development Plan Template Example**

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| **Employee Name** | Hazel Christensen |
| **Employee ID** | EMP-05234 |
| **Position** | Data Analyst |
| **Department** | Business Intelligence |
| **Reviewer Name** | Fiorella Fitzgerald |
| **Reviewer Title** | Senior Data Manager |
| **Review Date** | MM/DD/YY |
| **Evaluation Period** | MM/DD/YY |

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| Short-Term Development Plan (20XX - 20XX) | | | |  | | |  |
| **Development Goal** | **Key Learning Areas** | **Required Training or Resources** | **Milestones or Progress Checkpoints** | | **Target Completion Date** |
| Strengthen data visualization skills. | Advanced dashboard creation, interactive reports | Tableau certification, internal workshops | Complete certification, present findings to the team | | MM/DD/YY |
| Improve automation in data processing. | SQL optimization, Python scripting | SQL course, Python automation training | Develop and implement an automated report | | MM/DD/YY |
| Enhance stakeholder communication. | Presenting data insights clearly | Public speaking training, mentorship | Deliver two presentations to leadership | | MM/DD/YY |

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| Mid-Term Development Plan (20XX - 20XX) | | | | |  | | |  |
| **Development Goal** | **Key Learning Areas** | **Required Training or Resources** | | **Milestones or Progress Checkpoints** | | **Target Completion Date** |
| Gain expertise in predictive analytics. | Machine learning fundamentals | Advanced analytics course, mentorship from senior analysts | | Build a predictive model for a company project | | MM/DD/YY |
| Take on project leadership responsibilities. | Cross-functional collaboration, decision-making | Leadership workshop, shadowing a project lead | | Lead a small-scale analytics project | | MM/DD/YY |
| Improve data governance knowledge. | Compliance, security, best practices | Internal compliance training, certification in data governance | | Assist in creating department guidelines for data management | | MM/DD/YY |
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| Long-Term Development Plan (20XX - 20XX) | | | | |  | | |  |
| **Development Goal** | **Key Learning Areas** | **Required Training or Resources** | | **Milestones or Progress Checkpoints** | | **Target Completion Date** |
| Transition into a Senior Data Analyst role. | Advanced data strategy, mentorship | Senior leadership mentorship, executive training | | Serve as lead analyst on a high-impact project | | MM/DD/YY |
| Develop cross-industry data knowledge. | Business intelligence in different sectors | Networking, industry conferences | | Attend two conferences and present key insights | | MM/DD/YY |
| Build expertise in AI-driven analytics. | AI-powered data processing | AI and machine learning certification, internal AI task force | | Participate in an AI-driven analytics initiative | | MM/DD/YY |

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| Career Progression and Readiness for Advanced Roles | | | | | | | | |  |
| **Current Career Level** | **Next Career Level** | | **Estimated Readiness (%)** | **Key Competencies to Develop** | | **Next Steps for Advancement** | |
| Data Analyst | Senior Data Analyst | | **0%** | Project management, strategic decision-making | | Lead analytics projects, mentor junior analysts. | |
| Senior Data Analyst | Data Science Lead | | **0%** | Machine learning applications, leadership | | Complete AI and analytics training and gain hands-on experience in predictive modeling. | |
|  |  | | **0%** |  | |  | |
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| Support and Resources Needed for Development | | | | | | |  | |  |
| **Type of Support** | **Details** | | | | | **Responsible Party** | |
| Training Programs | Access to data analytics workshops and certifications | | | | | L&D Department | |
| Mentorship or Coaching | Pairing with a senior data scientist for career guidance | | | | | Direct Manager | |
| Financial Assistance for Certifications | Budget for external courses in machine learning and AI analytics | | | | | HR/Professional Development Team | |
| Time Allocation for Learning | Dedicated hours for self-paced learning and hands-on projects | | | | | Team Leadership | |

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| Ongoing Development | |  |  | |  |
| **Scheduled Review Date** | **Discussion Notes and Adjustments** | | |
| MM/DD/YY | Reviewed progress on data visualization training. Next focus: implementing automated reports | | |
| MM/DD/YY | Completed automation project. Next goal: Enhancing predictive analytics knowledge | | |

**Professional Development Plan Template**

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| **Employee Name** |  |
| **Employee ID** |  |
| **Position** |  |
| **Department** |  |
| **Reviewer Name** |  |
| **Reviewer Title** |  |
| **Review Date** |  |
| **Evaluation Period** |  |

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| Short-Term Development Plan (20XX - 20XX) | | | |  | | |  |
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| Mid-Term Development Plan (20XX - 20XX) | | | | |  | | |  |
| **Development Goal** | **Key Learning Areas** | **Required Training or Resources** | | **Milestones or Progress Checkpoints** | | **Target Completion Date** |
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| Long-Term Development Plan (20XX - 20XX) | | | | |  | | |  |
| **Development Goal** | **Key Learning Areas** | **Required Training or Resources** | | **Milestones or Progress Checkpoints** | | **Target Completion Date** |
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| Career Progression and Readiness for Advanced Roles | | | | | | | | |  |
| **Current Career Level** | **Next Career Level** | | **Estimated Readiness (%)** | **Key Competencies to Develop** | | **Next Steps for Advancement** | |
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| Support and Resources Needed for Development | | | | | | |  | |  |
| **Type of Support** | **Details** | | | | | **Responsible Party** | |
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| Ongoing Development | |  |  | |  |
| **Scheduled Review Date** | **Discussion Notes and Adjustments** | | |
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