

Professional Development Plan Template

As you advance through this role, this plan will help you track progress in the competencies you identify.

Section 1: Self-Assessment

Use this self-assessment to guide the competencies you would like to improve upon and the goals you would like to set for yourself through your professional development.

What are your values?

What ethics or attitudes do you desire to uphold in your professional life?

Values (e.g. sincerity)	Interpretation and Comments

What are your strengths?

Where do you excel in your day-to-day life?

Strengths (e.g. time management)	Comments

What are your interests?

Where do you like to apply your energy in your free time?

Interests (e.g. creative writing)	Comments

What academic knowledge can you apply towards your work?

What skill gained through coursework can you leverage towards your professional life?

Lessons/Skills (e.g. Understanding of Policy)	Applications

What are the areas of impact you've demonstrated so far?

Which fields/subjects do you feel you have made contributions to through your career/studies so far?

Areas of Impact (e.g. People Management)	Contributions

Section 2: Goal Setting

Competency	Goal/Priority	Current Level of Knowledge/Confidence
<p>Choose specific competencies/skills that you would like to develop through your role.</p> <p><i>See list of potential competencies available in Appendix.</i></p> <p>Example: Formal Communication</p>	<p>Good goals are SMART; Specific, Measurable, Achievable, Relevant and Time-bound.</p> <p>Example: I want to improve my formal communication skills by 16 weeks into the role by composing and sending at least 20 emails to colleagues out of my own volition.</p>	<p>Example: Beginner, Intermediate, Not Sure Yet, etc.</p>

Section 3: Exploring Opportunities For Growth

Skill/Expertise	Data Analysis	
Activity for Growth	Time Frame	Goal
Example: Complete a course in Data Management to improve data analysis skills		

Skill/Expertise		
Activity for Growth	Time Frame	Goal

Skill/Expertise		
Activity for Growth	Time Frame	Goal

Skill/Expertise		
Activity for Growth	Time Frame	Goal

Section 4: Reflection

Reflection Point 1: Mid-Point Reflection

To be completed halfway through your work term.

What progress have you made on your goals so far?	
What changes would you like to make to your plan at this time? What has led you to these decisions?	
What new ideas for projects or work would you like to integrate with your original goals now?	

Reflection Point 2: Final Reflection

To be completed towards the end of your work term.

Competency 1	
What are examples of your progress in this competency?	
What is an outcome in your role you can relate to this competency?	
How would you like to develop this competency moving forward?	

Competency 2	
What are examples of your progress in this competency?	
What is an outcome in your role you can relate to this competency?	
How would you like to develop this competency moving forward?	

Competency 3	
What are examples of your progress in this competency?	
What is an outcome in your role you can relate to this competency?	
How would you like to develop this competency moving forward?	

Competency 4	
What are examples of your progress in this competency?	
What is an outcome in your role you can relate to this competency?	
How would you like to develop this competency moving forward?	

Competency 5	
What are examples of your progress in this competency?	
What is an outcome in your role you can relate to this competency?	
How would you like to develop this competency moving forward?	

Appendix

Sources

University of Toronto [Work Study Professional Development Workbook](#) by the University of Toronto Career Exploration & Education Department

York University's Graduate Studies' [Individualized Development Plan \(IDP\)](#)

List of Competency Examples

Accuracy	Learning
Adaptability	Leadership
Analysis	Listening
Attention to Detail	Negotiation
Assertiveness	Networking
Business Awareness	Organization
Capacity to Take Initiative	Perseverance
Coaching	Personal Motivation
Communication	Persuasiveness
Conflict Management	Planning
Cooperation	Presenting
Creative Thinking	Problem Solving
Critical Thinking	Research
Customer Orientation	Resilience
Decision Making	Results Orientation
Delegating	Self-Confidence
Discipline	Situational Awareness
Financial Awareness	Stress Resistance
Independence	Tactical Behaviour
Innovation	Teamwork
Interpersonal Effectiveness	
Judgement	