Professional Development Plan:
7 Key Components

Professional goals

Set the direction and purpose of the plan, such as skills to be learned, competencies to acquire or milestones to be achieved.

Skill development

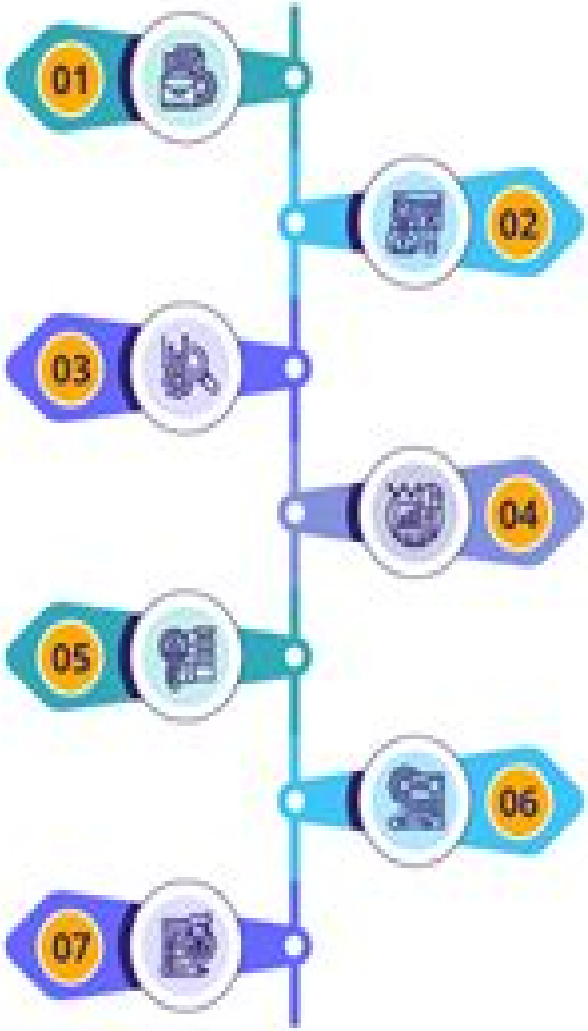
Identify the specific skills or knowledge areas to develop to ensure that learning efforts are directed toward acquiring these competencies.

Expected outcomes and KPIs

Measure progress with tangible results to achieve (outcomes), and quantifiable measures (KPI's) that will help track advancement toward these outcomes.

Feedback and evaluation

Assess the development of the PDP: review progress, address challenges and refine goals and strategies as needed.



Self-assessment

Employees must reflect on the areas of improvement to then identify those that require development and set realistic goals.

Performance goals

Set SMART goals to ensure clear, focused, and measurable objectives that will guide professional growth and learning journey.

An action plan

Outline the steps to achieve the set goals, such as attending training sessions, undertaking additional responsibilities or seeking mentorship.

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