



Professional Development Plan

Overview

A PDP is a personal contract that outlines steps identified as important to you towards your career and professional development. An awareness of professional development both through the self-assessment process as well as on-going documentation and evaluation is an employable skill and asset.

Stage 1: Self-Assessment

- What do I need to learn? What do I want to learn?
- What goals do I have for my professional development?
- What are my strengths?
- What are some areas in which I believe I have space to grow?
- What makes me most excited about doing this job this year?
- In what ways can I ensure that the skills I learn in this job tie to my career goals?



Stage 2: Goal Setting

What are three goals you currently have? These goals should be individual goals and can be related to your personal and/or professional development.

Note: These goals are NEVER final, they are a reflection of where you are right now. There will be plenty of opportunity to modify these goals throughout the year. These will also only be shared with supervisors.

Goal 1:
Why is this a priority:
Steps to accomplish goal:

Goal 2:
Why is this a priority:
Steps to accomplish goal:



Goal 3:
Why is this a priority:
Steps to accomplish goal:

Stage 3: Ongoing Review with Supervisor

This is an opportunity to talk through your 3 goals, ask questions, and receive feedback on your plan with your supervisor. Some things to think about while discussing with your supervisor include:

- Use S.M.A.R.T (Specific, Measurable, Attainable, Realistic, Timely) goals. E.g. creating sub-goals within each goal, setting deadlines, outlining useful resources that can help with your goals.
- What is the best way to document a plan of action?
- How will I collect evidence of my professional growth?

Your professional development plan may take whatever form you wish. If you prefer to use images and schematics, go for it!

Your plan should be discussed with your supervisor on an ongoing basis to evaluate how your progress is going, celebrate milestones reached, or determine if there is anything else you need to add.