**Staff Professional Development Plan**

**Employee Name:** **Employee ID:**

**Supervisor Name:**

**Fiscal Year review period:** FY 24-25 (June 2024 to May 2025)      **Date of Review:**

The College is committed to your professional development. An individual development plan is an important part of the professional development process. Based on your professional goals, what are 1-2 development goals for the coming year and what action steps do you propose for each?

* Examples include working toward a certification, taking a training course, attending a conference, leading a project, etc.
* The goal(s) should be manageable. Consider breaking it down into smaller sub-goals.
* Identify the knowledge, skill or performance area that will be developed.
* Identify the benefit to the College. What difference will it make?
* What resources are required? Time, training, assignment, etc.
* What is the planned completion date?

**Learning and/or Development Goal** (Complete in July/August 2024)

**Year-End Review of Learning and/or Development Goal** (Complete in April/May 2025)

**Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Next Level of Supervision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**