

Professional Growth Action Plan

Personal & Professional Information

Name

Role/Position

Date

Professional Goal

Describe your main goal for professional growth

Current Skills & Competencies

List your current strengths and skills relevant to your goal

Areas for Development

Identify specific skills or knowledge to improve or acquire

Action Steps

List concrete actions or steps you will take (e.g., training, courses, mentorship)

Timeline

Resources Needed

Support/Accountability

e.g., manager, mentor, peer

Evaluation & Reflection

How will you measure progress and success?

Additional notes/reflections