

# 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

e.g., 3 months, by December 2024

## Resources Needed

e.g., budget, books, tools, people

## Support/Accountability

e.g., manager, mentor, peer

## Evaluation & Reflection

How will you measure progress and success?

Additional notes/reflections