

Professional Growth Plan

Employee Name

Job Title

Department

Manager/Supervisor

Date

1. Current Strengths

Describe current strengths and competencies...

2. Areas for Development

Identify key development areas...

3. Professional Goals

List 2-3 specific, measurable, achievable goals...

4. Action Plan

Goal	Action Steps	Resources Needed	Target Date
<div>Goal 1</div>	<div>Actions...</div>	<div>Resources...</div>	<div></div>
<div>Goal 2</div>	<div>Actions...</div>	<div>Resources...</div>	<div></div>
<div>Goal 3</div>	<div>Actions...</div>	<div>Resources...</div>	<div></div>

5. Progress Review & Feedback

To be completed during review meetings...

Employee Signature

Date

Manager/Supervisor Signature

Date