

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 |
|--------|--------------|------------------|-------------|
| Goal 1 | Actions... | Resources... | |
| Goal 2 | Actions... | Resources... | |
| Goal 3 | Actions... | Resources... | |

5. Progress Review & Feedback

To be completed during review meetings...

Employee Signature

Date

Manager/Supervisor Signature

Date