Personal Professional Development Reflections

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HUMAN RESOURCES

'Professional development' refers to any continuing education and career training that occurs once an individual has entered the workforce to help them develop new skills, stay up-to-date on current trends, and advance their career. *(What Is Professional Development and Why Is It Important? by Trevor Antley | Jul 16, 2020, WebCE)*

Professional development requires a commitment to constant improvement and starts with **you** and your individual goals! A 'one size fits all' approach doesn't work when developing a personal professional development plan. You need to play an active role in making development meaningful. Utilizing this worksheet, consider and answer each of the questions. Once you have responded to all the questions in each category, you can assemble the individual pieces into a personal professional development plan outline found in the "Develop your plan" section. Let's get started!

— Consider your areas of strength

What do you love most about your work?

What 2-3 things do you do best in your role?

What drives/motivates you in your work?

— Identify your goals

What do you want to achieve/where do you want to be in your career...
In the next 6 months? (Short-Term)

6 months to 2 years? (Mid-Term)

2-5 years? (Long-Term)

Define the skills needed for those goals

What experience or specific skills are needed to achieve those goals/get you where you want to be next?

Short-Term Goal(s) Skills	Mid-Term Goal(s) Skills	Long-Term Goal(s) Skills

Brainstorm options for building skills

What activities or experiences could you engage in to build the identified skills? Explore ALL possibilities.

Develop your plan

Outline the next steps you need to take to execute those skill building activities to prepare you for your short-term, mid-term, and long-term goals.

Short-Term Goal(s) Name	Short-Term Goal(s) Steps	Timeline for Completion
	1. _____	_____
	2. _____	_____
	3. _____	_____

Mid-Term Goal(s) Name	Mid-Term Goal(s) Steps	Timeline for Completion
	1. _____	_____
	2. _____	_____
	3. _____	_____

Long-Term Goal(s) Name	Long-Term Goal(s) Steps	Timeline for Completion
	1. _____	_____
	2. _____	_____
	3. _____	_____