

GUIDANCE For PROFESSIONAL DEVELOPMENT PLANS



A Professional Development Plan (PDP) is a roadmap containing the skills, strategies, and education you need to further yourself in career and life to achieve your professional goals.
Professional Development Plans

Analyze

Plan

- 1 – Develop high quality smart goals (identified gaps and focus uncovered in analysis should be used to guide goal development.)
- 2 – Align on what goal “success” looks like. Be specific – this is especially important when analyzing qualitative data.
- 3 – Outline professional learnings aligned to goals such as workshops, seminars, lectures, mentors, coaching, book studies, and other collaborations – Include specific dates for attendance or participation when appropriate. Do not neglect to plan for possible barriers as you plan implementation, such as time and money.
- 4– Infuse opportunities for formal evaluation of PDP goal attainment and be prepared to begin the analyze and planning components throughout the duration of the plan – include specific benchmark dates.

