

# Professional Development Plan: 7 Key Components

## Professional goals

Set the direction and purpose of the plan, such as skills to be learned, competencies to acquire or milestones to be achieved.

## Skill development

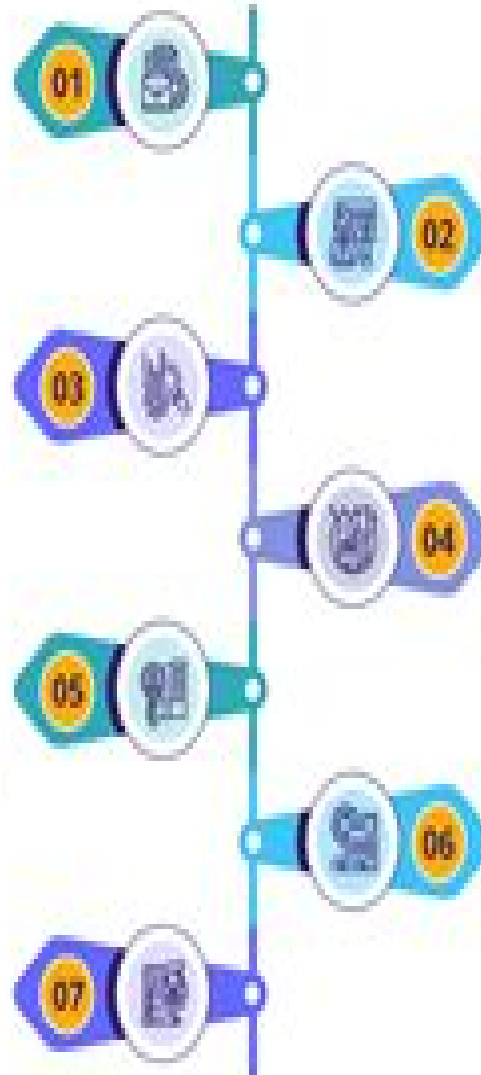
Identify the specific skills or knowledge areas to develop to ensure that learning efforts are directed toward acquiring these competencies.

## Expected outcomes and KPIs

Measure progress with tangible results to achieve (outcomes), and quantifiable measures (KPI's) that will help track advancement toward these outcomes.

## Feedback and evaluation

Assess the development of the PDP: review progress, address challenges and refine goals and strategies as needed.



## Self-assessment

Employees must reflect on the areas of improvement to then identify those that require development and set realistic goals.

## Performance goals

Set SMART goals to ensure clear, focused, and measurable objectives that will guide professional growth and learning journey.

## An action plan

Outline the steps to achieve the set goals, such as attending training sessions, undertaking additional responsibilities or seeking mentorship.

# Guide For Your Professional Development

**AW Chickering**



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