# **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

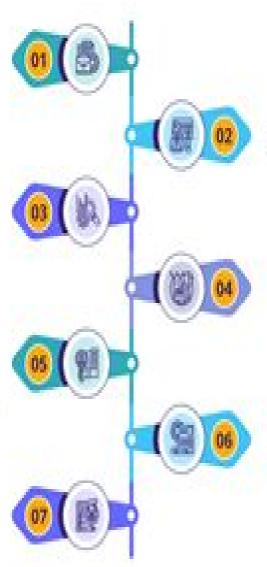
Identify the specific skills or knowledge areas to develop to ensure that learning efforts are directed toward acquiring these competencies.

# **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 POP: 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**

Siddappa N.Byrareddy

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