Attachments

**Professional Development Plan Template.docx**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Professional Development Plan Template**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of development** |  |
| **Date to be reviewed** |  |

**Goals**Identify your goals in the following table.

|  |  |  |
| --- | --- | --- |
| Timeframe | My personal goals are: | My professional goals are: |
| **Next 12 months** |  |  |
| **Next 5 years** |  |  |

**Your Priorities**Based on the identified areas for improvement and/or gaps, list priorities for professional development.

|  |  |  |
| --- | --- | --- |
| Identified area of improvement or gap | Briefly describe why this is a priority | By when? |
|  |  |  |
|  |  |  |
|  |  |  |

**Professional Development Activities**Planned professional development activities (next 12 months) based on areas of improvement or gaps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of activity | Details  | Benefits of activity | Date | Cost (if any) |
|  |  |  |  |  |
|  |  |  |  |  |
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