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| Professional Development Plan – [Employee Name][Insert date] |
| Self-Assessment | *What are your goals, qualities, passions, and motivations? Include these here.*  | *[insert information]* | *[insert information]* |
| Goals | *What aspirations do you have for short-term and long-term development?* | *[insert information]* | *[insert information]* |
| Strengths | *Include areas of your professional life where you feel confident e.g., communication/organisation.* | *[insert information]* | *[insert information]* |
| Development opportunities | *Where do you feel you could improve? Add details of this here.*  | *[insert information]* | *[insert information]* |
| Actions | *What do you need to do to reach your goals?* | *[insert information]* | *[insert information]* |
| Step: | *Explain the step you’ll need to take here.* | *[insert information]* | *[insert information]* |
| Schedule: | *When do you want this completed by?* | *[insert information]* | *[insert information]* |
| Conditions: | *Any additional information for the terms you might need to complete the action under.*  | *[insert information]* | *[insert information]* |
| Resources | *Any additional information/resources you might need to complete your actions.*  | *[insert information]* | *[insert information]* |