**Professional Development Plan** *for* **[Employee Name]**

*Include as many learning needs as required to achieve your agreed-upon objectives for the upcoming year.*

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| **Learning and Development Need**  *Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)* | **Type of Development**  *Examples:*   * course or workshop * conference * self-development (research or reading) * coaching or mentoring * job shadowing * project work * committee membership | **Timeline**  *Examples:*   * end of April * to be completed in the next 6 months * over next 1-2 years | **Who is Responsible?**  *Examples:*   * staff member * manager to arrange * staff member to work with team and manager | **Comments**  *Examples:*   * resource requirements * additional notes |
| Gain additional skills in Microsoft Excel to increase my knowledge and improve my efficiency in daily tasks | Attend intermediate and high level Excel courses through UW–Madison face-to-face or online. Partner with peer staff to learn new Excel functions. | Complete by the end of my next 6-month review period. | I will research available coursework in mid or upper-level Excel skills and seek approval from my manager. I will find a peer team member to shadow and learn new Excel skills. |  |
| Explore my interests in the field of finance, with an emphasis on data analytics. | Attend one regional conference and research how my interests in data analytics will specifically enhance my current position. | Complete conference and occupational research before the end of my annual summary evaluation discussion. | I will research and seek approval to attend the next annual conference and provide a summary to my manager of what the conference provides attendees. I will explore my interests in data analytics and share my findings to my manager. |  |
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