

# Professional Development Plan Template

Step	Action	Example
Self-Assessment	Evaluate strengths/weaknesses	Complete skill inventory
Set Goals	Define SMART objectives	Earn compliance certificate in 3 months
Identify Skill Gaps	Highlight development needs	Improve Excel proficiency
Select Resources	Choose learning methods	Enroll in online Finance course
Timeline	Schedule milestones	Finish training by Q2
Progress Monitoring	Check achievements	Monthly manager reviews
Celebrate/Revise	Acknowledge growth, update plan	Celebrate certification