

Professional Development Planning Workbook

“Many people fail in life, not for lack of ability or brains or even courage, but simply because they have never organised their energies around a goal.”

Elbert Hubbard

As you go through the Professional Development Course, use this workbook to write your reflections and complete the suggested activities.

What is Professional Development?

Take a moment to think back to previous professional development you've undertaken.

Think about a negative experience – why was it negative? Was it the topic, or the presenter? Was the professional development mandated or by choice? Did you learn anything?

Now think about a positive experience – why was it positive? Again, was it the topic or the presenter? Was it mandated or by choice? Did you learn anything from this professional development?

What can you do to ensure that your professional development is a positive experience that aligns with your career goals?

Why do Professional Development?

List all the reasons you undertake professional development.

If you don't do professional development, list the reasons why.

SWOT Analysis

Remember to be specific.

Strengths

- What are you most competent?
- How and where do you work the most?
- What do you think you are doing better than your peers?

Weaknesses

- What areas of work are you avoiding? Why?
- When do you lack confidence? Why?
- Where do you think you lack knowledge?

Comments/Reflections

Opportunities

- How could you further increase your potential?
- Are new markets open to you?
- Will changing technology provide opportunities?
- Where would you like to be in the future?

Threats

- What obstacles do you need to overcome?
- How do external pressures impact your work?
- Is a changing business climate affecting you?
- Do personality conflict interfere with your work?

Comments/Reflections

SMART Goals

Take one of the items you identified as a Weakness in your SWOT analysis, and create a SMART goal around it.

Set Action Items

Take your SMART goal from the previous lecture and research one action item that will help you reach that goal. Include timelines and how you'll measure if they action item was successful.

Now you've confidently identified a goal and set action items, fill out one of the PD Plan templates or develop your own.

Final Steps

Take a moment to think about where you will put your completed plan. How will you hold yourself accountable?

Professional Development Plan Template

Objective/Goal (Short term 6-12 months/Long term 1-5 years)
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What do I want to be able to do better?

Action Items

How will I achieve my goal? What am I going to do?

Resources

What will I use? Who will help me?

Success Criteria

How will I know I've improved?

Target Date:

Review Date:

Comments/Reflections

Next Step

Achieved Date:
