



Professional Development Plan

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Month/Year:

1. Statement of personal and professional goals

Work with employee to map out their professional development plan. Account for both their development in their current role as well as skills they wish to develop that will help them grow into larger roles.

2. Inventory employee skills and abilities

Determine a baseline of existing skills and abilities, allowing you to identify areas of need and create a strategic plan of action to match skills to goals.

3. Develop an action plan

Create a roadmap that connects employee's current state to the desired future state. Include specific actions like learning courses, workshops, or mentorship programs.

4. Track progress and remap goals periodically

Schedule regular check-ins to review progress toward goals and make adjustments based on changing priorities for the employee or organization.