

# Employee & Organizational Development

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## Professional Development Worksheet

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EMPLOYEE NAME: \_\_\_\_\_

DATE \_\_\_\_\_

Suggestions for use: Individuals can use this worksheet to identify their development needs and create an associated action plan. The worksheet can also serve as a tool for supervisors to use as the coach and support their employees in their professional and career development.

### DEVELOPMENT PLAN

Identify the knowledge, skills and abilities you plan to develop and describe how you will accomplish them.

<b>Areas for Development</b> <i>(knowledge, skills, abilities)</i>	<b>Developmental Activities</b> <i>(e.g., workshops, webinars, coaching, online tutorials, reading, on-the-job training)</i>	<b>Resources and Support Needed</b>	<b>Timeline</b>