



PROFESSIONAL DEVELOPMENT PLAN “Igniting High Performance”

PROFESSIONAL DEVELOPMENT PLAN		DATE PREPARED:
NAME:		POSITION:
JOB TITLE		ORGANIZATIONAL UNIT
CAREER GOALS FOR BUSINESS RESULTS		
SHORT TERM GOALS (3 TO 12 MONTHS)		
<ul style="list-style-type: none"> • • 		
LONG TERM GOALS (OVER 1 YEAR TO 5 YEARS)		
<ul style="list-style-type: none"> • 		
ORGANIZATION STRATEGIC GOALS (1 YEAR TO 5 YEARS)		
<ol style="list-style-type: none"> 1. 2. 3. 		
PERSONAL/BUSINESS KEY PERFORM INDICATOR(S)		
Goal: <ul style="list-style-type: none"> • KPI: 		
Goal: <ul style="list-style-type: none"> • KPI: 		
DEVELOPMENT ACTIVITIES		
DEVELOPMENT ACTIVITY/COURSE	CORE COMPETENCIES/SKILLS	SOURCE/ATTENDANCE DATE
<ol style="list-style-type: none"> 1. 2. 3. 		
LEADERSHIP COMPETENCIES/SKILLS		
Strategic Thinking Lead People Meet Organizational Goals and Customer Expectations Manage Resources Strategically Build Coalitions Internally/Externally		
FUNDAMENTAL CAREER SKILLS		
<i>Interpersonal Skills Written Communications Oral Communications Integrity/Honesty Continual Learning Public Service Motivation</i>		
COMMENTS		



ATL Group

The Professional Development Plan (PDP) is a living career enhance document that requires updates with planned or updated activities to assist with tracking development accomplishments.