

Professional Development Plan Brainstorming Worksheet

Nicole's example

Self-Assessment

Questions to ask yourself:

- What are you good at?
- What achievements you are proud of?
- When interacting with others, what do you feel good about?
- What do others say about your strengths?
- What improvements have you contributed to that are you proud of?
- What natural leader skills do you have?
- What teams or projects have you led and why were you successful?

- What holds you back?
- What do you avoid due to a lack of confidence?
- What habits if any do you need to change?
- Which leadership skills are you uncomfortable with?
- What do others say about your weaknesses?
- What skills do you struggle with or what areas do you need to improve upon?
- What areas have you been told you need to improve or develop?

- What does success look like to you?
- What are you passionate about that could add value to your position/unit?
- What certifications or qualifications do you want to achieve?
- What skills do you need for a role you want?
- What projects or committees would you like to lead to help you feel comfortable leading?
- What other skills would you like to learn to be more successful?

STRENGTHS



- Great presenter
- Pick up new skills quickly
- Friendly and welcoming
- Great ideas to improve the workplace culture
- Good at training my team on technical aspects of job
- Helped create new online form to reduce paper processing

CHALLENGES



- My unit's PowerPoint presentations are dull and boring
- Don't talk during meetings or share my ideas or opinion
- Don't know how to address some team members who are not meeting expectations.
- Avoid learning new processes that don't pertain to my everyday work

VISIONS



- I want to make our unit's presentation slides to be more engaging
- Be more assertive and feel comfortable talking in groups and meetings while sharing my ideas
- Be able to have those difficult conversations without fear and help coach my team to improve
- Cross-train other tasks to help create new online forms

Resources & Strategies



Assertive

- Volunteer to present on a topic at staff meeting
- Participate on a committee with UNOPA
- Attend one of EAP's Professional Development Group meetings

Difficult Conversation

- HR has 4-hour Performance Mgt training course and provides ongoing support
- EAP offers supervisors help in having difficult conversations



- No openings on a committee
- I don't have time in my schedule
- Can't attend training on the day it's offered, will contact HR for options

SMARTER

Professional Development Plan



Learn to be confident in having difficult conversations with low performing employees and address concerns effectively.



Give three employees effective feedback within three months using new tools and resources.



Register for formal supervisory training

Role play with my supervisor

Review calendar and schedule meetings with my team members



Register for training with HR

Ask my supervisor to help me role play

Be sure I have access to my team's calendars for free/busy time



July 2022
2 mos.

Aug. 2022
2-3 mos.

Sep 2022
3 mos.



Notify supervisor when registered

Work with my supervisor

My team will be notified



I need to provide effective feedback. to improve my team's morale and performance

SMARTER

Professional Development Plan



Attend training to receive a forklift driver certificate and become competent at moving inventory in the warehouse.



Receive my forklift driver certificate. Be authorized to operate forklift in warehouse.



Research training available and sign-up.

Take training course to receive certificate.

Practice in warehouse.



Look for training at SCC
Ask supervisor for approval to pay for course

Attend 4-hour course

Supervise observation



3 mos.
July 2022

4 mos.
Aug 2022

6 mos.
Oct 2022



Supervisor approves taking the course

Give certificate to supervisor for file

Supervisor approves independent operation



Certification is necessary for this job and an industry standard.