


Professional Development Plan Brainstorming Worksheet

Self-Assessment EXAMPLES

 Strengths

 Challenges

 Visions

Technical or Duty Related	<p>1 What are you good at?</p> <p>Very organized</p>	<p>What skills do you struggle with?</p> <p>Can't drive the forklift</p>	<p>What certifications or qualifications do you want to achieve?</p> <p>Get certified to drive the forklift when organizing inventory</p>
	<p>2 What do others say about your strengths?</p> <p>Great presenter Pick up new skills quickly</p>	<p>What areas have you been told you need to improve or develop?</p> <p>My unit's PowerPoint presentations are dull and boring</p>	<p>What are you passionate about that could add value to your position/unit?</p> <p>I want to make our unit's presentation slides to be more engaging</p>
Interpersonal Communications & Interactions	<p>3 What do others say about your strengths?</p> <p>Great ideas to improve the workplace culture</p>	<p>What do others say about your weaknesses?</p> <p>Don't talk during meetings or share my ideas or opinions</p>	<p>What does success look like to you?</p> <p>Be more assertive and feel comfortable talking in groups and meetings while sharing my ideas</p>
	<p>4 When interacting with others what do you feel good about?</p> <p>Friendly and welcoming Like to meet new people</p>	<p>What habits if any do you need to change?</p> <p>Chatty with coworkers taking me off task</p>	<p>What certifications, qualifications, or skills do you want to achieve?</p> <p>Be a mentor/trainer onboarding the new hires in our unit</p>
Leadership (of people or projects)	<p>5 What teams or projects have you led and why were you successful?</p> <p>Good at training my team on technical aspects of job</p>	<p>What holds you back?</p> <p>Don't know how to address some team members who are not meeting expectations.</p>	<p>What leadership skills do you need for a leadership role?</p> <p>Be able to have those difficult conversations without fear and help coach my team to improve</p>
	<p>6 What natural leader skills do you have?</p> <p>I'm good at recognizing people's strengths and how they can contribute effectively</p>	<p>Which leadership skills are you uncomfortable with?</p> <p>Delegating when I don't know team members well</p>	<p>What projects or committees would you like to lead to help you feel comfortable leading?</p> <p>A small team or task force to improve Inclusive Excellence in our unit</p>
Miscellaneous	<p>7 What achievements are you proud of?</p> <p>Active member of my college's Committee on Inclusive Excellence & Diversity</p>	<p>What areas have you been told you need to improve or develop?</p> <p>I've been encouraged to broaden my knowledge of our campus community, visiting each college and non-academic unit</p>	<p>What are you passionate about that could add value to your position/unit?</p> <p>Work on DEI initiatives that would impact the entire campus</p>
	<p>8 What improvements have you contributed to that are you proud of?</p> <p>Helped create new online forms to reduce paper processing</p>	<p>What tasks do you avoid due to a lack of confidence?</p> <p>Avoid learning new processes that don't pertain to my everyday work</p>	<p>What other skills would you like to learn to be more successful?</p> <p>Crosstrain other tasks to help create new online forms</p>

Nicole's example

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
Crosstrain other tasks to help create new online forms

RESOURCES



Assertive:
Volunteer to present a topic at staff meeting
Participate on a committee with UNOPA
Attend one of Ell's Professional Development Group meetings
Difficult Conversation:
HR has 4-hour Performance Mgt training course and provides ongoing support
Ell offers supervisors help in having difficult conversations

BARRIERS



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

INITIAL GOAL

Write the goal that you have in mind.

Have conversations with low-performing members of my team.

SPECIFIC

What do you want to accomplish? Who needs to be included?
When do you want to do this? Why is this a goal?

S

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

MEASURABLE

How can you measure progress and know if you've met your goal?

M

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

ACHIEVABLE

Do you have the skills required to achieve the goal? If not, can you obtain them?
What is the motivation for achieving this goal?
Is the amount of effort required on par with what the goal will achieve?

A

*Need to register for formal supervisory training
My supervisor is willing to role play the conversation with me
Review calendar and schedule meetings with my team members*

RELEVANT

Why am I setting this goal now? Is it aligned with our overall objectives?

R

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

TIME-BOUND

What's the deadline and is it realistic?

T

I will complete this within three months. There is a supervisor workshop in three weeks, and I have the time to complete all tasks.

EXECUTE

How will you track and monitor your progress?

E

*I will notify my supervisor when registered for the workshop.
Work with my supervisor to schedule time for role play.
My team will be notified when I schedule their meetings.*

REWARD

How will you celebrate wins? Do you need to reassess your goal? What adjustments are needed?

R

After the first conversation, I'll evaluate how the conversation went and adjust before the next one. I will ask my supervisor or HR/ELP for help if needed.

SMARTER GOAL

Review your answers above and craft a new goal statement based on them.

Learn to be confident in having difficult conversations with low-performing employees and address concerns effectively to improve the overall performance of my work team and our department.