



My Professional Development Plan

Where I am now, where I want to be in 12 months, skills to grow, ways to learn, evidence, a conversation to have, and check-ins.

01 Where I am now

Start with what is true today. Include what is going well. A plan built only on gaps tends to feel like a telling-off.

My role, and how long I have been in it:

What is going well at work right now:

What I do that others rely on me for:

What frustrates me or holds me back:

How satisfied am I with my work right now?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Not at all

Very

02 Where I want to be in 12 months

Picture a year from now. It could be a promotion, a bigger part of the job, a new skill, a move to another team, or doing the same job with more confidence. All of these count.

In 12 months, I would like my work to look like this:

The one outcome that would tell me it went well:

Why this matters to me (not to anyone else):

03 Skills to grow

Choose three to five. Mix one or two of your strengths you want to use more with one or two gaps. Be clear about why each one matters, and give each a date.

Skill	Why it matters	How I'll learn it	Support I need	By when
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

04 Learning that is not a course

Courses are one way to learn. Much of what you pick up at work comes from doing things, from other people and from reading. Tick what you could use, then pick one to start this month.

- ☐ Take on a task or project that stretches me
- ☐ Shadow someone who does the job well
- ☐ Ask for feedback after something I did
- ☐ Find a mentor or a work buddy
- ☐ Cover for a colleague or lead a small piece of work
- ☐ Read a book, article or industry newsletter
- ☐ Join a professional group, online or in person
- ☐ Teach or explain something to someone else
- ☐ Practise on a small side project

The one I will start this month, and how:

05 Evidence of progress

Write down proof as you go: things you did, feedback you got, results you can point to. It makes reviews, pay talks and job applications much easier, and it shows you how far you have come.

What I did or learned	Proof (feedback, result, example)	Which skill it shows

06 A conversation with my manager or mentor

You do not have to do this alone. Asking is a normal part of most jobs. Tick the prompts you would like to use and note their answers.

- ☐ Here is what I would like to grow into over the next year. What do you think?
- ☐ Which of my skills do you see as strongest, and where could I improve?
- ☐ Is there a project or task where I could stretch?
- ☐ What would you need to see from me to trust me with more?
- ☐ Is there time or budget for learning, and how do I ask for it?
- ☐ Who else should I talk to?
- ☐ Can we agree a time to look at this again?

What they said, and what we agreed:

07 Quarterly check-ins

Look at the plan every three months. Say what happened, what changed and what comes next. If a skill no longer matters, cross it out. If your job changed, change the plan.

Check-in date	What I've done	What's working or not	What changes in my plan
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

08 If there is no support at work

Some jobs have no time, money or interest in development. You can still grow. Pick what fits and write your own plan.

- ☐ Use free learning: library resources, free online courses, podcasts
- ☐ Ask for small stretches inside my current job, not a big project
- ☐ Keep my own evidence file, so I am ready if a chance appears
- ☐ Build a few contacts outside my team or company
- ☐ Look at what the National Careers Service (nationalcareers.service.gov.uk, England) offers
- ☐ Check whether my professional body offers resources to members

My plan if work gives no support, and the date I will look at it again:

When you're done, a moment to reflect

- Which skill on your list excites you, and which feels like a duty? What does that tell you?
- What can you learn from the job you already have, before you look anywhere else?
- Who at work or outside it has seen you at your best? Could you ask them for a view?
- What would you have to stop doing to make room for this plan?
- If nothing about your job changed in the next year, what would you still want to have learned?

Free worksheet from selfgrowth.org. Free self-growth worksheets for real life. Fill it in online and it saves as you go: selfgrowth.org/worksheets/professional-development-plan-template



If things feel heavier than a worksheet can hold

These are self-reflection tools, not therapy. If you're struggling, especially if you have any thoughts of harming yourself, please reach out to someone now. In the US, call or text **988**. In the UK & Ireland, call **116 123** (Samaritans). Elsewhere, find a free helpline at findahelpline.com. If you're in immediate danger, call your local emergency number.