



PROFESSIONAL DEVELOPMENT PLAN WORKSHEET

Name: _____

Date Developed: _____

Supervisor/Manager Signature: _____

Employee Signature: _____

What are your career aspirations?	Activity/Resources to Achieve Goal (See Menu)

The Research Foundation encourages ongoing learning and development of its employees and is committed to providing assistance and resources that allow employees to develop professionally. Examples: “I want to achieve CRA designation.” “I want to gain more experience in other areas of the organization.”

Share this professional development plan with your supervisor and colleagues!

Professional Development Menu - Ideas For Your Career Aspirations

- 1.) Ask to be an “Open Chair” at any meeting. Learn what is happening at another part of the SUNY/ Research Foundation and apply it to your work. Learn how other teams process work and observe their interpersonal communication. Ask to attend any meeting as an “Open Chair,” then pay it forward and invite someone to your meeting.
- 2.) Self-Directed-Experiential Learning - Participate in Learning Tuesdays, NCURA TV, attend a HUB meeting and tour another campus, attend/initiate a leadership lunch and learn, instruct a Learning Tuesday.
- 3.) Join the Mentoring Program - Sign up to be a mentor at the Research Foundation. Attend our training and provide a protégé with some of your work experiences. Or ask for a mentor – busy people usually make time if you ask them!
- 4.) Participate in RF and Enterprise Wide subcommittees – ask to be put on one and consider this as an opportunity for your own visibility and learning. Examples - SUNY/RF Collaboration Fund Panel or NCURA Peer Review Panel.
- 5.) Write your wish list for outside seminars and trainings on your Professional Development Plan. Ask your supervisor if you can present your learning to the team soon afterward.
- 6.) Speak publicly at least three times this year. Prepare a PowerPoint or use an existing one in an upcoming UCRC, SPFG, HRO or annual sponsored program meeting. In CO, attend a meeting in strategic planning, sponsored programs, compliance, internal audit, human resources, procurement, innovations and partnerships, etc. Continue to spiral upward in your ability to present in areas less familiar and plan to rehearse several times.
- 7.) Take a course you’ve been interested in, finish your degree, or get certified.

- 8.) Read “Death by Meeting,” Kotter’s book on “Leading Change,” “Now, Discover Your Strengths” and share your strengths finder assessment with your mentor/protégé.
- 9.) Internal Workshops - Attend all internal workshops that your schedule allows and your manager approves. Build your Full Knowledge of SUNY’s Six Big Ideas and Research Foundation initiatives.