



Professional Development Plan Worksheet

Name:

Date Developed:

Supervisor/Manager Signature:

Employee Signature:

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

****Share your PDP with your manager/team for support, encouragement and accountability.****

Professional Development Menu
Ideas for Your Career Aspirations

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.”
- “I’d like to attend a leadership conference.”
- “I’d like to co-facilitate a CO/campus training.”

Ask to be an Open Chair

Ask to attend a team meeting or board meeting as an Open Chair.
Pay it forward and invite someone to your meeting.

Participate in Self-Directed-Experiential Learning

Participate in a Webinar or Virtual Learning Event. (Ex. Be a Panelist for a RAVA session)
Watch one or many of the 80+ archived Learning Tuesdays.
Initiate a CO or Campus training.
Tour another campus.

Join the Mentoring Program

Sign up to be a mentor or protégé.

Join RAVA (Research Administrators Virtual Academy)

Participate in monthly learning and development sessions to further your knowledge and skill.

Participate in RF and Enterprise-Wide Subcommittees/Focus Groups or Design Teams

Ask to be put on one and consider this as an opportunity for your learning and visibility.

Write your Wish List for Outside Seminars and Conferences

Ask your supervisor if you can present your learning to the team soon afterward.

Speak Publicly at Least Three Times per Year

Prepare a PowerPoint/ Prezi or use an existing one in an upcoming meeting.
Continue to spiral upward in your ability to present.

Take a Course

Finish your degree, or get certified.

Read "Now, Discover Your Strengths"

Share your strengths finder assessment with your manager or team.

Participate in Local Trainings

Attend all CO/Campus or Virtual Trainings that your schedule allows and your manager approves.

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