

Personal Development Plan

Setting goals gives us a road map to growing our people, but having too many goals can divide your attention. Think of 1, 2, or 3 learning goals you'd like to accomplish within the year. Your development can target skills such as presenting or project management or competencies like customer focus and collaboration. If you are interested in changing roles, it might be helpful to center your goals on knowledge areas for that career.

Team Member Name	Current Position	Desired Position

Key Goals and Development Areas	
1.	
2.	
3.	

Development Actions			
	Learning Strategy	Time frame	Progress
Formal			
Social			
Practicum			
Formal			
Social			
Practicum			
Formal			
Social			
Practicum			

Formal Strategies	Social Strategies	Practicum
myAcademy	Blogs	Stretch Assignments
Webinars	Coach	Problem Solving
TedTalks	Mentor	Shadowing
Workshops	Feedback	Hands-on Projects
Training	Subject Matter Expert	Apprenticeship
Podcasts	Collaboration	
Coursera	Case studies	
Videos		
Books		

A Varied Learning Strategy

It is easy to forget that learning happens in more than one setting. All strategies are crucial to a balanced development plan. Be deliberate in planning a blend of learning strategies to support key goals and development areas. Choose strategies from each category that make the most sense in supporting team member learning outcomes.