



**Individual Professional Development Plan FY20**

Employee Name:	
Employee Title:	
Date:	

**Self-Reflection**

- 1) Briefly describe three skills and abilities you bring to your department and to MC.
  
- 2) Think about your career aspirations and path. What one or two skills and abilities would you like to improve this year to maintain or progress on your career path?
  
- 3) Review MC’s competencies. In which one or two do you excel? List them.
  
- 4) In which one or two can you improve the most? List them.

**Alignment with Department/Institutional Future**  
 (self-reflection or can be completed with supervisor)

5) Think about the master and strategic plan for your department and MC. What projects or initiatives do you think might impact your work? How do you think they might impact your work.

6) How would you become involved in helping to shape these plans? If you do not feel you are in a position to be involved, what can you do to enable yourself to contribute in the future?

7) How can you develop the expertise needed to be involved as a contributing employee? Some sources can include the following list. For each item you select, offer specific information.

	Enroll in credit classes at MC or elsewhere
	Obtain advising from an academic counselor
	Obtain a license or certification in a specialized area
	Expand my work experience
	Rotate assignments on the job
	Participate in professional development classes at MC or elsewhere
	Participate in a cohort or institute program at MC or elsewhere
	Attend a conference
	Join a professional association or group
	Ask for feedback from colleagues, supervisor and/or other MC employees with whom I work
	Conduct an informational interview with someone who has expertise I want
	Obtain a mentor
	Research and study the topic on my own
	Other:



Specific details of plan:

- 8) How can you improve the competencies you chose in item 4? How will your behavior change?

Action Plan (to be completed with supervisor)



- 9) List three steps that will help you move from where you are now to where you want/need to be one year from now in regard to your skill development and competency growth?
  
  
  
  
  
  
  
  
  
  
  
  
- 10) How will you create the space and time for these actions? List any barriers and plans to manage them.
  
  
  
  
  
  
  
  
  
  
  
  
- 11) What resources can my department and MC provide that support the above-mentioned actions?



12) How will I be rewarded for my development? How will I be held accountable?

Date to Revisit this Plan:	
Employee Signature:	
Supervisor Signature:	
Date:	