

**PROFESSIONAL
DEVELOPMENT PLAN**

FOR

Date

Approved

Adm.F-114
09/01/2005

LONG-TERM CAREER GOALS

It is important to have a job that is both challenging and satisfying. We each need to identify future career directions that will be best for us 5-10 years from now and beyond. This may include a change in program direction, a different assignment or location with Extension or a job in another organization. Your goal should be clear and concise. It may be helpful to visit with your supervisor or an Extension administrator to explore specific opportunities within Extension.

Goal(s): _____

Skills, abilities, knowledge needed to achieve goal(s): _____

Resources necessary: _____

Timeline: _____

Revisions or Changes in Plans: _____

SHORT TERM PROFESSIONAL/PERSONAL GOALS

Here is your opportunity to develop short-term goals, those that may be accomplished within the next year. They may, for instance, be needs that have been identified in your Performance Appraisal or things you've wanted to do during the last year but didn't get accomplished. These may be professional goals such as "learn how to organize and work with a program advisory committee" or "increase my knowledge and skills in the area of Family Financial Management." Or they may be personal goals related to your job: e.g., "improve my time and office management skills" or "work toward the completion of my Master's degree."

Goal 1:			
How to Accomplish	Resources Needed	When Target Date Completion Date	What evidence will reflect completion?

Goal 2:

How to Accomplish	Resources Needed	When Target Date Completion Date	What evidence will reflect completion?

Goal 3:

How to Accomplish	Resources Needed	When Target Date Completion Date	What evidence will reflect completion?

Record of Committee Appointments

Barriers

What barriers, threats and distractions are most likely to deter you from reaching your goals?

How will you overcome those barriers, threats, and distractions?