**Professional Development Plan for Staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Long-Term Goals | Specific Career Goals | Key Skills Needed for Each Goal | Skills You Need to Work on | Actions are You Going to Take | Time to Complete Training/Skill |
|   |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |