

Professional Development Plan

Name _____ Date created _____ Date to be reviewed _____

Planning and goal setting are important steps towards your career growth, but getting started is just as important. October Business Month 2018 is the perfect and often free/low cost way to kick start your professional development.

A lot of your professional development will focus on strengthening your weaker areas, but don't forget about further developing your existing skills and talents. By carefully tracking your progress on this document, you can determine if the short and long term goals you have set are achievable and how upcoming OBM events can support you to reach your business goals. Your professional development will never be complete, and that's ok. Follow your plan below, evaluate it at the end of the year and revise and update for the future.

Goals

<p>Short Term (12 months)</p>	
<p>Long Term (5+ years)</p>	

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Strengths and Weaknesses

Required skills and knowledge	Strengths	Weaknesses

Visit us at the 2018 OBM Hub
Voyage Arcade, Smith Street Mall

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Short Term Priorities

Gap in skills/knowledge	OBM event that can improve that	Event details ie date, time, location
1.		
2.		
3.		
4.		

Long Term Priorities

Gap in skills/knowledge	OBM event that can improve that	Event details ie date, time, location
1.		
2.		
3.		

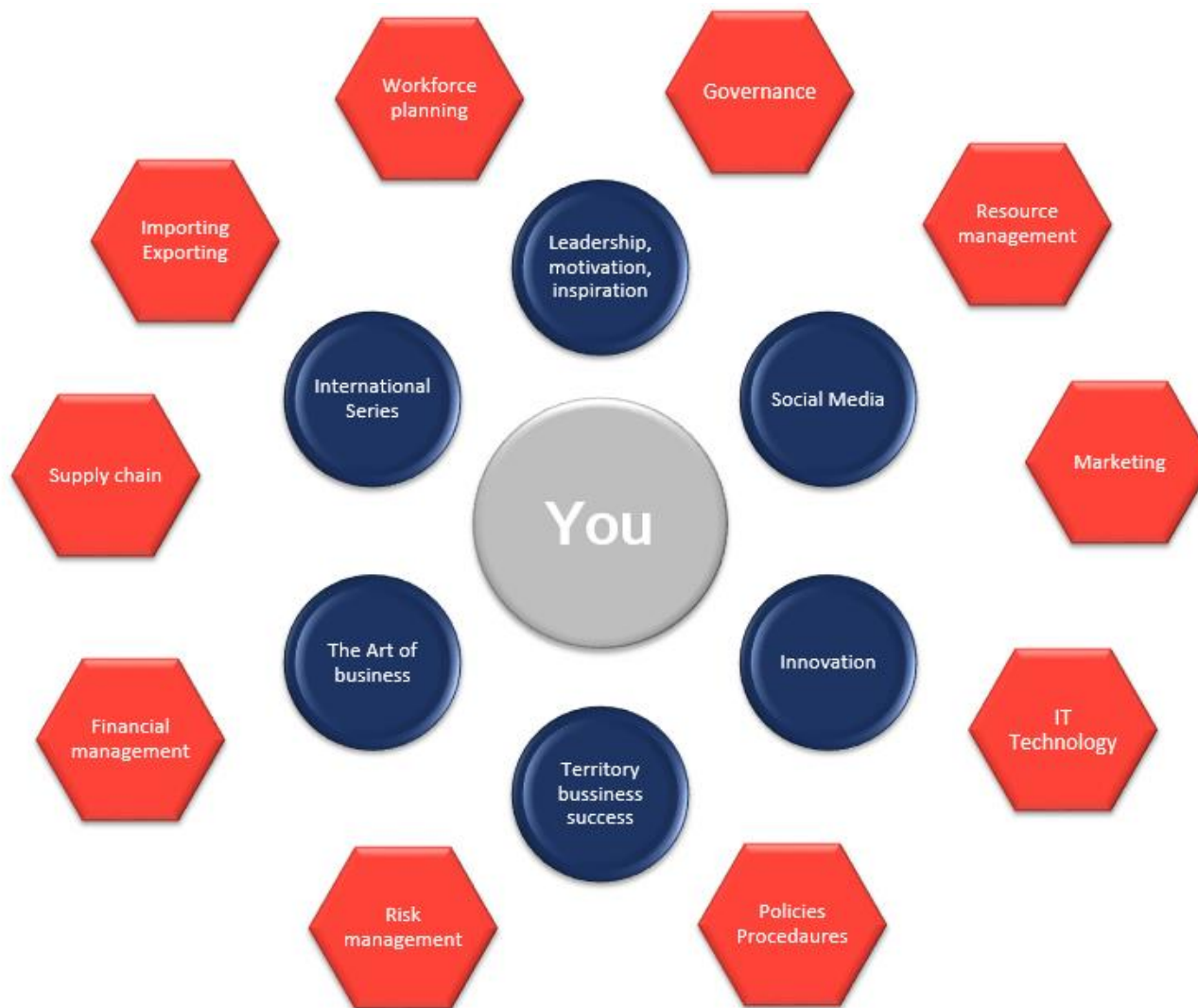
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OBM Plan

Development activity	Details	Key learning outcomes	Cost	Date and time
1.				
2.				
3.				
4.				
5.				
6.				
7.				
TOTAL COST			\$	

Professional Development Plan



october
BUSINESS
month 2018

Professional Development Plan

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Notes

