

Professional Development Plan

Instructions: The question fields are followed by the answer fields. You can use the 'Tab' key on your keyboard to navigate through the form. Some questions have answers in column format.

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 2019 is the perfect and often 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

Short Term (12 months)	
Long Term (5+ years)	

Professional Development Plan

Strengths and Weaknesses

Required skills and knowledge	Strengths	Weaknesses

Pick up your printed calendar at the following locations:

- Live Darwin Hub, Smith St Mall
- Territory Business Centers
- City of Darwin Civic Centre
- City of Palmerston
- Chamber of Commerce, Alice Springs and Darwin
- Charles Darwin University Waterfront Campus
- North Australia Development Office
- Darwin Innovation Hub
- Hilton Hotels



Professional Development Plan

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.		
4.		

Professional Development Plan

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 2019

Professional Development Plan

OCTOBER BUSINESS MONTH DEPARTMENT OF
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Notes

End of form

