

Name: _____

Date: _____

CURRENT SITUATION	<i>What professional development activities are you already undertaking?</i>
CAREER GOAL(S)	<i>What is your 12-month career goal? Make sure its SMART.</i>
SKILLS GAP	<i>What skills, knowledge or resources do you need to achieve the career goal(s)?</i>
ACTIONS	<i>What actions will you take to address the skills gaps?</i>
EVALUATION	<i>How often will this plan be reviewed?</i>