

# PROFESSIONAL DEVELOPMENT

## PURPOSE

Use this template to understand how an employee's skills and strengths align with their role. Then discuss their goals and what steps they will need to take to reach their goals.

### Address alignment:

- Which of your strengths are underutilized in your current role?
- What are your current career priorities and goals that most excite you?
- How do you think this job aligns with your personal values?

### Discuss development:

- What barriers or hurdles exist to achieving your professional goals?
- Are there any learning opportunities that you would like to participate in?
- What can you start/stop/keep doing to help you reach your professional goals?

### Talk through training and goals:

- What new or improved skills would help you be more effective in your role?
- What new or improved skills would help you be more efficient in your role?
- What skills are needed to reach your long- and short-term goals?

### Good:

Goals are primarily focused on professional growth within the year.

### Best:

Goals are focused on personal and professional growth over the next 3-5 years.