

# Employee & Organizational Development

## Professional Development Worksheet

EMPLOYEE NAME: \_\_\_\_\_

DATE \_\_\_\_\_

Suggestions for use: Individuals can use this worksheet to identify their development needs and create an associated action plan. The worksheet can also serve as a tool for supervisors to use as the coach and support their employees in their professional and career development.

### PART I: PERSONAL ASSESSMENT

Reflect upon the questions in the first column to help you identify development areas in the second column that will enhance your current success and help you reach your career aspirations.

REFLECTION QUESTIONS	COMPETENCIES – KNOWLEDGE, SKILLS AND ABILITIES
<p><b>WHAT'S IMPORTANT TO ME?</b> Consider what is important for your personal fulfillment.</p> <ul style="list-style-type: none"> <li>• What motivates and interests me?</li> <li>• What are my areas of strength?</li> <li>• What are my aspirations?</li> </ul>	<p><b>WHAT COMPETENCIES WILL HELP ME REACH MY ASPIRATIONS?</b></p>
<p><b>WHAT HAVE I HEARD FROM OTHERS?</b> Consider feedback you've received from others (e.g., supervisor, co-workers, peers).</p> <ul style="list-style-type: none"> <li>• How do others view my capabilities and talents?</li> <li>• What performance feedback have I received?</li> </ul>	<p><b>WHAT COMPETENCIES (BOTH BEHAVIORAL AND PERFORMANCE RELATED) WOULD OTHERS RECOMMEND THAT I IMPROVE?</b></p>
<p><b>WHAT'S IMPORTANT TO THE ORGANIZATION?</b> Consider what is important for your organization's success; this can include your work unit as well as college, division, or agency.</p> <ul style="list-style-type: none"> <li>• What are the organization's current needs?</li> <li>• Where is the organization headed?</li> <li>• How can I add value?</li> </ul>	<p><b>WHAT COMPETENCIES DO/WILL I NEED TO SUPPORT THE ORGANIZATION'S SUCCESS?</b></p>

## PART 2: DEVELOPMENT PLAN

Identify the knowledge, skills and abilities you plan to develop and describe how you will accomplish them.

<b>Areas for Development</b> <i>(knowledge, skills, abilities)</i>	<b>Developmental Activities</b> <i>(e.g., workshops, webinars, coaching, online tutorials, reading, on-the-job training)</i>	<b>Resources and Support Needed</b>	<b>Timeline</b>