



CONCERNING LEARNING, LLC
*Creating Memorable & Actionable
 Learning Experiences*

Take Charge of My Development Plan

| | |
|------------------------|-----------------------------|
| Name: | Title/Position/Role: |
| Date Developed: | |

Part 1 – Where Am I Now?

Greatest Strengths

| Skill | Specific Behavior(s) |
|-------|----------------------|
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Opportunities for Development

| Skill | Specific Behavior(s) |
|-------|----------------------|
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Part 2 – Where Do I Want to Be?

Short-term professional development goals (1-2 years)

Long-term professional development goals (3-5 years)

Part 3 – How Will I Get There?

Professional Action Plan

Skill to Develop/Enhance:

Specific Behavior(s):

Desired Change:

Benefits:

| Developmental Activity & Timeframe | Potential Barriers | Involvement of Others | Investment |
|------------------------------------|--------------------|-----------------------|------------|
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Professional Action Plan

Skill to Develop/Enhance:

Specific Behavior(s):

Desired Change:

Benefits:

| Developmental Activity & Timeframe | Potential Barriers | Involvement of Others | Investment |
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Professional Action Plan

Skill to Develop/Enhance:

Specific Behavior(s):

Desired Change:

Benefits:

| Developmental Activity & Timeframe | Potential Barriers | Involvement of Others | Investment |
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Professional Action Plan

Skill to Develop/Enhance:

Specific Behavior(s):

Desired Change:

Benefits:

| Developmental Activity & Timeframe | Potential Barriers | Involvement of Others | Investment |
|---|---------------------------|------------------------------|-------------------|
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Part 4 – How Will I Know I’m Moving?

| Developmental Activity & Date Completed | Actual Cost | Actual Outcome | How am I applying the learning? | Lessons Learned |
|---|-------------|----------------|---------------------------------|-----------------|
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| Developmental Activity & Date Completed | Actual Cost | Actual Outcome | How am I applying the learning? | Lessons Learned |
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Professional Development Pledge

As an EXPERT in my areas of expertise, I agree to:

- ASSESS my knowledge and skills DAILY.
- SEEK and COMMIT to an accountability partner.
- Share my development plan with my ACCOUNTIBILITY partner.
- Maintain a development plan that addresses current skills as well as for anticipated skills to STAY on TOP of my GAME.
- Take FULL advantage of the developmental opportunities afforded to me.
- Share LEARNING experiences, knowledge, and lessons learned by networking with other professionals in my field.
- CREATE and EXECUTE action plans for applying learning in my regular daily activities.
- REVIEW and PRACTICE skills learned as often as possible.
- Stay FOCUSED on my continual learning and view it as ESSENTIAL to my current and future SUCCESS!

Signature

Date of Commitment