

Professional Development Planning Form

Strategic Goal

State the name of your strategic goal team.

Insert title of Strategic Goal team

State the goal from your strategic goal team.

Insert your professional development goal

Skills / Needs Analysis

What skills do employees need to develop in order to support the above strategic goal?

Please insert skills needed to support the strategic goal

Stakeholders and Impact of Professional Development Goal

What departments, employees, and/or student groups may be impacted?

Stakeholders

Insert the stakeholders who may have an interest in the professional development goal or may be affected by the professional development outcome

Impact of skills developed

Please provide possible impact on employees, the institution, or students

Professional Development Goal(s) and Measurable Objective(s)

What professional development goal(s) are you proposing to enhance employee skills?

Professional Development Goal

Insert the professional development goal or objective here

Institutional Area, Department & Employees

Insert area, department, employees, or group for which the professional development is being planned for

Timeline for Completion of Professional Development

Insert dates or timeline for the completion of the professional development

Internal Expertise to Support Professional Development Delivery

Have you considered partnering with or having institutional entities, faculty, or other professionals with expertise facilitate the professional development being planned?

Express why professional development may not be able to be done internally

External Expertise to Support Professional Development Delivery (if needed)

Have other institutions implemented similar initiatives or related professional development? Are there professional organizations, associations, open courses or third-party providers that may be utilized?

Explain what external entity you are considering for the professional development planning and what considerations may have been given to institutional frugality

Resources

Please provide an approximate money or time value for the following resources:

Compensation/Incentives: Insert value here

Cost related to Release Time: Insert value here

Employee time: Insert value here

Materials (Document Services, Software, Hardware): Insert value here

Other costs (Marketing, Memberships, Travel, etc.): Insert value here