

Professional Development Plan Worksheet

Name:

Date:

Goals

Topic	Questions
Career Goals	<p>What are your short-term career goals? How will you achieve these goals within the next two to five years?</p> <p>What are your long-term career goals? How will you achieve these goals within the next 10 to 15 years?</p> <p>What did you do last year to help develop contacts relevant to your short-term or long-term goals? Did you have opportunities to network with individuals from institutions or companies you feel may be a good fit for your future career aspirations?</p>

Scholarly Competencies

Topic	Questions
Research	<p>What research theories or questions have you developed in the past year? How can you continue to build on those theories or questions? Are there other related theories or questions to develop?</p> <p>What research-related skills have you acquired? What feedback have you received on your research skills? What further skills do you need to acquire to be successful with your research and future career? How will you gain exposure to these skills and evaluate your competency?</p> <p>What research collaborations (intradisciplinary or interdisciplinary) have you established? Are they successful and beneficial to your scholarly or scientific work? If so, how can you continue to build on those successes for the coming year? If they have not been successful, how can you improve on your collaborative research skills?</p> <p>How much time do you spend on experiments or projects that did not work? Are you continuing to solve problems with the experiments or projects, or could there be more important work to consider for this year? If so, how will you identify such experiments or projects?</p> <p>What research-related seminars did you attend? Were they beneficial to your work? What seminars do you need to attend this year?</p> <p>Research related goals for next year:</p>
Teaching	<p>Did you do any teaching in the past year (courses, seminars, laboratories)? Would you like additional opportunities to teach? How will you find these teaching opportunities?</p> <p>What sorts of feedback, formal or informal, have you received on your course content, syllabi, pedagogy, consideration of diverse learners and overall teaching abilities? In which areas do you need to improve? How will you improve your teaching and what resources are available?</p> <p>Teaching goals for next year:</p>

Papers and Publications	<p>What papers did you author or co-author in the past year?</p> <p>What papers are under preparation or review now? Have you presented lectures or abstracts that have NOT been submitted as papers?</p> <p>What papers are planned in the next year?</p> <p>What types of feedback, formal or informal, have you received on your writing skills?</p> <p>What specific areas of writing do you need to improve?</p> <p>Publication goals for next year:</p>
Presentations	<p>What presentations (lab meetings, journal clubs, seminars, scientific meetings or professional conferences) did you make in the past year? What sorts of feedback did you receive on the content of you presentation and your presentation skills? Are there specific presentation skills you would like to improve? How will you do so and what are your resources? What presentations would you need to make this year?</p> <p>Presentation goals for next year:</p>
Fellowships and Grants	<p>What fellowship or grant proposals did you write? Were they funded? If yes, how will you assure that you make progress on these projects this year? If the proposal was not funded, what can you do to improve the application for future submission?</p> <p>What feedback have you received on your grant writing skills? Are there specific areas you need to develop to attract potential funders? How will you improve your skills and what resources are available?</p> <p>What grants do you need to write this year?</p> <p>Grant goals for next year:</p>

Budget Management	<p>How much experience do you have with budget management? Do you need to gain more experience managing a research or project budget? How will you accomplish this?</p> <p>Goals for next year:</p>
Leadership	<p>What leadership experiences have you had that allowed you to identify objectives, implement plans and acquire decision making skills?</p> <p>What positions (within and outside the University) can you pursue this year to enhance your leadership skills?</p> <p>Goals for next year:</p>