



Professional Development Learning Plan

No matter what stage of your career journey you are at, a Professional Development Learning Plan is a vital document help you reflect on and identify strategies to ensure that your career goals and professional development activities are aligned. This plan has been developed to help guide you through the reflection process to ensure that your career goals and development plan are focused and action-oriented.

Important Note: This plan is recommended to be completed after you have completed your **Career Action Plan**.

Identify your motivators and drivers

In the text box below, respond to the question: **What is your career goal and what are the motivations behind that overarching career goal?**

For example: *I am driven by wanting to make a positive impact and to help others. I want to work within employability as it enables me to contribute to students finding meaning and purpose in their career direction.*

Identify your aspirations

Based on these motivating factors, what are your aspirations for future roles?

In the text box below, feel free to write down your ideas for not only your next role, but your ideal plan over the course of the next decade or two.

Research the requirements

What are the standards, requirements and expectations within the industry for this role?

In the text box below, write down the requirements based upon relevant roles. *For example: are they looking for 10 years experience, highly developed communication skills, etc.*

Identifying mentors

Network and industry associations

Are there any relevant networking or membership opportunities to connect with industry professionals/events that will support your development and progression? Write these down below.

Career goals

Short and Long term

What are the goals and objectives that you have set for your career development? Write these down, using the SMART model.

Short-term goals

Long-term goals

Immediate SMART Objectives

Learning needs

Write down your immediate short-term and longer-term learning needs for your development in relation to your goals and objectives.

Professional Development activity

What activities are you interested in undertaking to meet your learning needs? (i.e. workshop, reading, conference, research, education etc.)

Write these down in the box below.

Which goals and objectives do these link to?

Write these down to show how they will contribute to your ongoing development.

Develop a basic timeline for the activities in the box below.

What outcomes are you hoping to achieve from completing these learning activities?

What self-directed learning will you undertake?

This learning is more informal and will support your more formal learning.

Use this space below as a diary and notes section for self-reflection of your professional development activity.

Consider past activities that have also contributed to your development up until now.

Work experience opportunities

What specific work experience/s do you want to undertake that are relevant to your career development.

Specify the activity details (these could include placements/internships/volunteering/vacation work/formal work opportunities). Write down details of any supporting documentation that you will use in the experiences (if you know).

Will you participate in any mentoring/supervision/consultation activity through your experience? If so, write these down in the below box.

Will you undertake any specific training that will directly support your experience?

Use this box for notes and reflection on your work experience activities. Consider past experiences that have also contributed to your development up until now.

For further details, please contact:

Career Development

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