

# STM PROFESSIONAL DEVELOPMENT PLAN

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Period of Time Covered by the Plan: \_\_\_\_\_

## Instructions:

This Professional Development Plan (PDP) is designed to help you take ownership of your growth by identifying your development goals, available resources, and actionable steps.

1. Reflect on your current strengths and areas in which you'd like to grow.
2. Set 3–4 meaningful development goals with a clear purpose and timeline.
3. Identify action steps that support those goals—training, mentorship, stretch projects, etc.
4. Use the accountability section to track progress with support from a manager or mentor.
5. (Optional) Use the Progress Journal to document your journey over time.

**Tip:** Be specific, realistic, and focused. This plan is a living document—update it as you grow.

## I. Reflection and Self-Assessment

Strengths (What am I good at?):

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Growth Areas (Where do I want or need to grow?):

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Insights from Prior Performance Management Conversations:

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## II. Development Goals

List your top 3-4 development goals and describe why they matter, your timeline, and how success will be measured.

Goal	Why it Matters	Target Date	Success Measures

## III. Action Steps

Skill-Building and Learning Activities:

- .
- .
- .

Projects or Stretch Assignments:

- .
- .
- .

Support or Resources Needed:

- .
- .
- .

## IV. Accountability and Check-Ins

First Check-In: / /

Midpoint Review: / /

Final Review: / /

Support/Accountability Partner(s):

## V. Progress Journal (Optional)

Use this space to log key milestones, lessons learned, and reflections throughout the development period.