

## **CERTIFIED PUBLIC MANAGER PROGRAM OF ILLINOIS Personal Professional Development Plan**

For professional development to be effective, it is important to have a structured plan. Development plans will, by their nature, be subject to continual review in the light of changing circumstances. Most importantly, they should be written down, as this will help you feel committed to your goals. Creating your development plan, and working towards achieving your aims, can be divided into a few easy steps.

### **1. Identify Your Goals**

Managing your professional development is just like managing any other project. To achieve your objectives you need to set specific targets. Consider medium and long-term goals but concentrate on short-term goals, which should normally be more detailed. Resist the temptation to set vague goals. Focus on developing specific competences relevant to your current job and future aspirations.

### **2. Determine the skills you need**

Once you have decided your goals, think about the [competences](#) you will need to achieve them. This will help you to identify skills you need and understand *what* you need to include in your plan.

### **3. Focus your learning**

Identifying your goals may have produced a long list of skills you wish to develop. However, it is important to focus on a small number of areas at any given time. It should be easy to decide on which areas to develop initially, as natural priorities will appear from your planning.

### **4. Plan to achieve**

To help you achieve your goals, you should draw up your own [development action plan](#). Your plan need not be rigid.

If unforeseen difficulties arise, you may have to deviate from your intended route. You will also find unexpected opportunities along the way, and it is important you take them. Just adjust your plan to reflect these.



At this stage it would be useful to consider the resources you will need to help you reach your goals, and the various ways of learning, and which suits you best.

## **5. Record Your Learning**

Various tools are available for you to use. You may find that your employer offers the most suitable recording mechanism, if not, The CPMI Program has some suggested forms on pages & - \$.

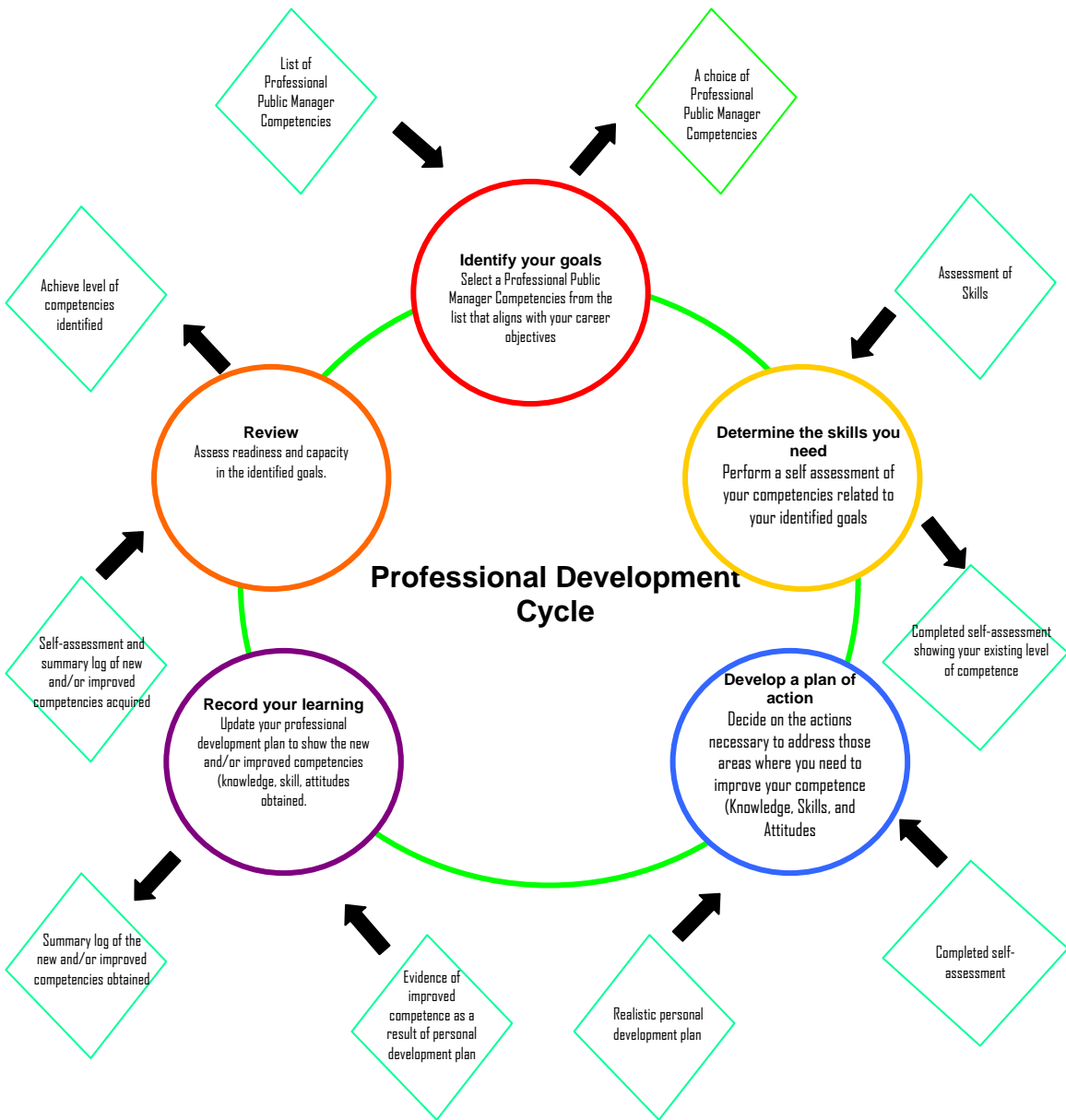
Remember it is useful to keep records of what you have done, but it is even more useful to record *what* you have learnt. Do not limit yourself to recording formal learning - try to capture all your experiences which contribute to your learning and improving competence.

## **6. Review**

It is essential to review your progress regularly! Will you achieve your goals? If not, action must be taken to get back on track. Perhaps your interests or goals have changed, if so, a review of your development action plan is needed so you can accomplish your new goals.

**Remember: The development cycle is a continuing process!**





## CPMPI Worksheet for Personal Professional Development Plan

Date: \_\_\_\_\_.

<b>Name:</b>	
<b>Current Position/Job Title:</b>	

### Years in Current Position:

- Less than 3 Years
- 3 to 7 Years
- 7 to 10 Years
- 10 to 20 Years
- + 20 Years

### Education Level:

- High School
- Some College
- Associates Degree
- Bachelor's Degree
- Masters Degree
- Doctorate Degree

### Briefly List or Describe Your Job Responsibilities, Tasks, and Programs Plans:

### Career Goal Statement:

**Short and Long Term Career Goals:**

*Identify 2 – 4 short and long term professional development goals to focus your professional development activities on in the next year that will support your ICPM program plans and career goals.*

Short Term		Date of Completion
1.		
2.		
3.		
4.		
Long Term		Date of Completion
1.		
2.		
3.		
4.		

**Professional Development Goals and Core Competency Areas:**

*Identify 2-3 core competency areas to support your short and long term goals outcomes and focus your professional development activities and learning.*

Short Term Goal 1:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			

Short Term Goal 2:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			

Short Term Goal 3:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			

Short Term Goal 4:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			

Long Term Goal 1:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			



Long Term Goal 2:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			

Long Term Goal 3:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			

Long Term Goal 4:			
Core Competency Area	Knowledge	Skills	Attitudes
Action Plan			

Date to Review Professional Development Plan: \_\_\_\_\_.

