

Professional Development Plan Template

Section 1 – Trainer Personal Details

Surname:		Date:	/ /
Given Names:			

Section 2 – Discussed with Supervisor / Manager

GOALS:

TIMEFRAME	My personal goals are:	My professional goals are:
Next 12 months		
Next 5 years		

STRENGTHS AND WEAKNESSES:

Required knowledge/skills (Consider)	VET	Non-VET eg personal leadership/development , communication, teamwork, management, IT
• required competencies		
• job description		
• service plans and frameworks		

Professional Development Template Or Guide

David Kirk



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