**HR Professional Development Plan Template**

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| **Name** |  | **Job title** |  |
| **Start date** |  | **Review date** |  |

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| **Professional goals to achieve***What are your desired career advancement goals for the next 12 months?* |
| 1. Get promoted to a leadership position2. *[Enter goal]*3. *[Enter goal]* |

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| **What are your strengths?***Identify your strengths that you believe will help you grow in your career.* |
| 1. I have a good grasp of numbers and data.
2. *[List your strengths]*
3. *[List your strengths]*
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| **Which skills do you need to master to achieve your professional goals?***Identify the specific skills or knowledge areas to develop in order to achieve the goals.* |
| **Goal** | **Skills** |
| Get promoted to a manager position | 1. 1 People management skills |
|  | 1.2 Budget management |
| *[Enter goal 2]* | *[Enter skill]* |
|  | *[Enter skill]* |

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| **Action plan***Outline activities that are going to help achieve the professional goals.* |
| **Goal** | **Action plan** |
| Get promoted to a manager position | 1. 1 Find a manager to be my mentor |
|  | 1.2 Take on more responsibilities regarding the team’s budget |
| *[Enter goal 2]* | *[Enter action plan]* |
|  | *[Enter action plan]* |



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| **Resources***What resources are you going to use to develop the skills and knowledge necessary to achieve these goals?* |
| **Goal** | **Resource** |
| Get promoted to a manager position | 1.1 Start a leadership online course |
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| **Feedback and evaluation***What is your progress in achieving yourr professional goals?* |
| **Goal** | **Status and comments** | **Review date** |
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