

Individual Professional Development Plan for Graduate Students

Use this worksheet to start thinking about your professional development goals and create a framework within which you can talk with your faculty advisor about your goals. Jot down your current roles and responsibilities (i.e., teaching assistant, lab instructor). Then, assess your strengths and development needs within the context of these roles/responsibilities. Write down your professional goals. In conversations with your advisor, identify strategies for achieving those goals, the means by which you will achieve these goals and assess progress toward these goals, and how you will document your progress and the ultimate outcome.

CURRENT ROLES & RESPONSIBILITIES		
SELF-ASSESSMENT		
Strengths	Development Needs	
GOALS (Where do you want to go?)		
Short term (next year)	Mid-term (next 1-2 years)	Long-term (3-5 years)
ACTION PLAN (How will you get there?)		
Skills/Knowledge to Develop	Action Steps to Take	Time Line
DOCUMENTATION (What materials do you need to gather as evidence of development?)		

Goal Follow Up Outcomes