**Professional Development Plan Worksheet**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | |  | | | | |
| **Position** | |  | | | | |
| **Current level** | |  | | | | |
| **Desired position/level** | |  | | | | |
|  | | | | | | |
| **List each area/skill team member will work on this year. Identify the current level/rating as well as the target.** | | | | | | |
|  | ***Skill*** | | ***Current level*** | ***Target*** | |
| **1.** |  | |  | |  | |
| **2.** |  | |  | |  | |
| **3.** |  | |  | |  | |
| **4.** |  | |  | |  | |
| **5.** |  | |  | |  | |
|  | | | | | | |
| **Describe activities/plans for professional development of the aforementioned skills.** | | | | | | |
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**Check In**

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| **Date** | |  | | | | | |
|  | |  | | | | | |
| **Describe professional development activities performed thus far.** | | | | | | | |
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| **List each area/skill team member worked on since last check in along with the target level/rating and a current assessment of the team members level/rating** | | | | | | | |
|  | ***Skill*** | | ***Current level*** | ***Target*** | |
| **1.** |  | |  | |  | |
| **2.** |  | |  | |  | |
| **3.** |  | |  | |  | |
| **4.** |  | |  | |  | |
| **5.** |  | |  | |  | |
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| **Describe any issues or concerns that should be documented.** | | | | | | |
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**Check In**

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| **Date** | |  | | | | | |
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| **Describe professional development activities performed thus far.** | | | | | | | |
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| **List each area/skill team member worked on since last check in along with the target level/rating and a current assessment of the team members level/rating** | | | | | | | |
|  | ***Skill*** | | ***Current level*** | ***Target*** | |
| **1.** |  | |  | |  | |
| **2.** |  | |  | |  | |
| **3.** |  | |  | |  | |
| **4.** |  | |  | |  | |
| **5.** |  | |  | |  | |
|  | | | | | | |
| **Describe any issues or concerns that should be documented.** | | | | | | |
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**Check In**

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| **Date** | |  | | | | | |
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| **Describe professional development activities performed thus far.** | | | | | | | |
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| **List each area/skill team member worked on since last check in along with the target level/rating and a current assessment of the team members level/rating** | | | | | | | |
|  | ***Skill*** | | ***Current level*** | ***Target*** | |
| **1.** |  | |  | |  | |
| **2.** |  | |  | |  | |
| **3.** |  | |  | |  | |
| **4.** |  | |  | |  | |
| **5.** |  | |  | |  | |
|  | | | | | | |
| **Describe any issues or concerns that should be documented.** | | | | | | |
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