

Preparing Professional Development Plan (PDP)

Each employee should work closely with his or her supervisor to develop a PDP. This includes (1) identifying short- and long-term goals; (2) identifying the additional skills and knowledge you need to achieve your goals; and (3) identifying the activities that support achieving your goals. Employees are encouraged to explore courses, books, and instructor-led training in PD4me, as well as GTC Library resources, departmental professional development, and external opportunities.

To begin, it may be helpful to think through the following sequence of questions:

- Where am I now?
- Where do I want to be?
- How will I get there?
- What is my current level of job competency?

After considering the above questions, think about the assignments or job duties you would like to successfully complete this year. Then, using the *Professional Development Plan* on the next page:

- Define your short-term (within 12 months) goals.
- Define your long-term (2-5 years) goals (as applicable).
- Identify and prioritize the knowledge, skills, and abilities needed.
- List the planned professional development activities.

Finally, your PDP should represent a “living document” between you and your supervisor/rating officer that may change and evolve throughout the year.

Professional Development Plan (PDP)

Year _____ - _____

Employee: _____

All employees of Greenville Technical College must participate in professional development activities to enhance individual and organizational performance as determined jointly by the employee and immediate supervisor. Short term (within 12 months):

Long term (2-5 years, as applicable):

Knowledge, skills, and/or abilities I need to acquire:

List the planned professional development (PD) activities for this year that support your goals.

PD Activities & Source	Estimated Date & Anticipated Cost	Success Criteria

Employee's Signature

Date

Supervisor's Signature

Date