

**Professional Development Format for Building Bench Strength**

**Professional Development Needs and Plan**

**[Last Section of a Personnel Evaluation Form]**

**To be completed jointly by employee and supervisor – or first completed separately by both and then shared. Once a plan is developed, follow up should be provided monthly or quarterly, depending on the timing for the professional development.**

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| **Knowledge or Skill Needs** | **Desired Outcome/Skill Level** | **Approach to be Used** | **Timing** | **Results of Professional Development** |
| **1. To meet current job requirements** | |  |  |  |
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| **2. To strengthen performance** | |  |  |  |
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| **3. To prepare for new roles or advancement** | |  |  |  |
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**Resources and Adjustments Required to Implement Professional Development Plan**

Specify resource requirements for Implementation of plan:

1. **Release time** – number of hours over for what period?
2. **Direct cost** – training or course fees; travel or other expenses; indicate any cost sharing by employee:
3. **Other adjustments** – change in working hours, etc.; be specific

**Agreement to implement plan:**

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director/President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_