

Personal and Professional Development Plan

Center for Human and Organizational Potential (cHOP), SIU SOM

THE WHY

The purpose of this Personal and Professional Development Plan is to create a structure for a faculty/staff/learner to routinely:

- Reflect upon their personal and professional vision
- Create short- and long-term goals
- Identify barriers to achieving goals
- Identify personal and professional development resources needed to meet those goals
- Track academic progress
- Facilitate communication between faculty/staff/learner and their supervisor/advisor to generate shared awareness of goals, progress and needs.

THE HOW

- Complete the sections thoughtfully. This working document is only for you. There are three main sections:
 - Personal Reflection and Goal Setting
 - Professional Reflection and Goal Setting
 - Next Steps
- At the completion of the program, we encourage you to share portions of this document with either your division chief or department chair. Remember, they supported your participation in this program and want to help you be successful. Sharing your vision and goals will help them provide resources for you to achieve your goals and help you overcome barriers.
- Revisit and update this document every year. Put an entry on your calendar so you do not forget! Time flies when you are having fun...

I. PERSONAL REFLECTION

Professional development is intimately related to your personal development goals and therefore we would like for you to consider and reflect upon them at the same time.

- 1. Take a few moments and think about what makes you, *YOU*. In your personal life...**

What energizes you?

How are you inspired?

What are your strengths?

What are your weaknesses?

2. Craft a vision and mission statement for your personal life. This will be for your private use only.

*A **personal vision statement** describes what the world looks and feels like as a result of your presence in it. Creating a clear, compelling vision can have a magnetic effect, pulling you toward it.*

Your vision statement will answer, "WHAT do I want to contribute to this world?"

My personal vision statement:

*A **mission statement** defines what you will do in order to achieve your vision. Simply put, your mission describes how you intend to make a difference in the world through your actions.*

Your mission statement will answer, "HOW will I achieve my vision?"

My personal mission statement:

3. Identify your personal strategic goals:

Strategic goals are achievable in the stated timeframe and measurable. They are so straightforward that an objective third party can assess whether you achieved them. By reaching these goals, you grow closer to fulfilling your mission and realizing your vision.

In 3 years, I would like to accomplish:

In 5 years, I would like to accomplish:

In 10 years, I would like to accomplish:

4. Plan specific personal goals and needs for the upcoming year.

	I NEED TO THINK ABOUT...						
	Specific Goal(s)	Knowledge or Skills Needed	Collaborator(s)	Mentor(s)	Measure of My Success	Timeframe for Success	Other
Relationships and Social Goals							
Psychological Goals							
Spiritual Goals							
Physical Goals							
Leisure Goals							
Other: _____							

II. PROFESSIONAL REFLECTION

1. Take a few moments and think about what makes you, *YOU*. In your professional life...

What energizes you?

How are you inspired?

What are your strengths?

What are your weaknesses?

2. Craft a vision and mission statement for your professional life.

This part you may choose to share with your division chief or department chair.

*A **professional vision statement** describes what the world looks and feels like as a result of your work. Creating a clear, compelling vision can have a magnetic effect, pulling you toward it.*

Your vision statement will answer, "WHAT do I want be part of creating?"

My professional vision statement:

*A **professional mission statement** defines what you will do in order to achieve your vision. Simply put, your mission describes how you intend to make a difference in the world through your actions.*

Your mission statement will answer, "HOW will I achieve my vision?"

My professional mission statement:

3. Identify your professional strategic goals:

Strategic goals are achievable in the stated timeframe and measurable. They are so straightforward that an objective third party can assess whether you achieved them. By reaching these goals, you grow closer to fulfilling your mission and realizing your vision.

In 3 years, I would like to accomplish:

In 5 years, I would like to accomplish:

In 10 years, I would like to accomplish:

4. Plan specific professional goals and needs for the upcoming year.

	I NEED TO THINK ABOUT...						
	Specific Goal(s)	Professional Development Needed	Collaborator(s)	Mentor(s)	Measure of Success	Timeframe for Success	Other
Educator							
Leader							
Researcher							
Scholar							
Colleague							
Other: _____							

III. What's Next?

1. Implement and Use Your Development Plan

- Filling out this tool is just the beginning of the career development process. It serves as your roadmap. Don't just file it away somewhere. Academic careers are increasingly difficult to manage, so paying attention to your milestones and ensuring your efforts are appropriately focused will help ensure a successful career.
 - Ideas:
 - Keep this document or portions of it in a visible location, e.g. near your computer.
 - Revisit it on a regular schedule to celebrate your achievements and continue to plan for the future.
- When updating, reflect upon:
 - Which of the previous year's goals did you meet? What did you learn?
 - What factors, resources, and individuals helped you reach those goals? (Consider paying this forward and sharing your experiences to help others. Thank those who assisted you.)
 - What reasons can you identify for not reaching some of these goals? (e.g., need for further development, too many goals, revised my goals, time management, lack of resources, major changes in department priorities, special circumstances or life factors). Which of these reasons need to, and can, be changed to ensure your future success?
- Plan to use this document to help you prepare for your annual review with your supervisor/advisor. This document may also be useful to help guide discussions with mentors.

2. Update Your CV and Development Plan OFTEN

- Update your CV on a regular schedule. You will need this for your annual review process and the P&T process.
 - Ideas:
 - Add a recurring calendar entry to remind you to update these documents
 - Create a file (physical file or computer file) to add events, activities, awards, publications, etc. so that these are handy when you update your CV.