

# Professional Development Plan Template

Date: 1 August 2019\_\_\_\_\_

Name: Jane Smith\_\_\_\_\_

Direct report: Marvin Buck\_\_\_\_\_

Current role: Electrical engineer\_\_\_\_\_

Career track (1-3 years): Plant manager of AIRCRAFT Pty Ltd in 3 years

PD objective in next 12 months: To gain experience in managing teams and also understand budgets, financial management and business planning concepts and drivers.

Current strengths, weaknesses, issues and gaps in achieving career objective	Actions needed to meet objective	When
<b>1. Strengths:</b> Very well-developed estimator and designer Strong industry networks Highly experienced with strong problem solving and technical expertise Personable and effective communicator	NA	NA
<b>2. Weaknesses:</b> Limited people management experience No financial, budgeting and reporting experience	Appoint business mentor (internal person) to provide a sounding board on people management issues. Refine reporting lines to include line management responsibility of maintenance team (5 trade staff and their supervisor). Enrol in online (and assisted) business and financial management principles and basics course. Provide AIRCRAFT Pty Ltd's finance manager as a tutorial buddy.	By 1 September 2019  By 1 November 2019  By 1 January 2020
<b>3. Issues:</b> Fly-in, fly-out from Perth (office based in Sydney) Family time pressures – hard to extend hours for development outside normal job	Provide access to a graduate engineer for support and lower-level tasks.	By 1 November 2019
<b>4. Gaps:</b> No formal management qualification	To be addressed based on progress with other actions above.	Monitor and revise by 30 June 2020

Staff member \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

(once removed)

# Sample Supervisor Development Plan

**H. Kazanas, William J. Rothwell**



## **Sample Supervisor Development Plan:**

*Supervisor Development Program, Basic Course*, 1966      **Supervisory Development Program**, 1948      **Supervisory Development Program** U.S. Customs Service, 1977      **Supervisory Development Practices** United States Civil Service Commission. Library, 1968      **Individual Development Planning in the VA** United States. Veterans Administration, 1981  
**Guide for Supervisor Development in the Department of the Army** United States. Department of the Army, 1953  
**Supervisor Development Program Basic Course** United States. Department of the Army, 1971      *Practical Guide of Software Development Project Management in Practice* Syed Ali Dilawer,      *Management Development*, 1979

*Management Development* Rosemary Hill, Jim Stewart, 2007-02-09 Recognizing a significant need to continually update the current body of knowledge on management development with the latest innovations in high quality research and practice in various parts of the globe this book provides the most comprehensive and up to date work on the state of research and practice in management development Hill and Stewart p      Personnel Literature United States. Office of Personnel Management. Library, 1961      **Interagency Training Program Catalog** United States Civil Service Commission. Bureau of Training, 1972      *Building In-House Leadership and Management Development Programs* H. Kazanas, William J. Rothwell, 1999-11-30 Leadership and Management Development programs have helped companies of every size become high performing organizations This practical guide sets out a blueprint for establishing administering and evaluating a planned in house Management Development program and is geared to addressing the training education and development needs of supervisors managers executives and others who exert leadership in organizational settings It reviews important topics such as how to make a case for an in house program defining the program setting policy establishing goals and objectives assessing needs recruiting someone to oversee the program and evaluating results The material is based on surveys of Management Development professionals key literature in the area and first hand experience In this how to do it start up guide Rothwell and Kazanas provide important background on leadership and management development programs defining the parameters of a typical organizational program They review such important topics as the planning and design of a program formal informal and special leadership and management development methods and evaluation of organizational efforts Human resource development specialists and human resources managers workplace learning and performance practitioners CEOs CIOs and supervisors will find this guide comprehensive and valuable      *Developing Executive and Management Talent* United States. Office of Personnel Management. Executive and Management Development Division, 1981

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**Management Training and Developmental Programs** Barbara T. Harder,National Cooperative Highway Research Program,1994 This synthesis will be of interest to administrators human resource managers technical managers and those who develop training courses for departments of transportation DOTs It describes the management philosophies that support the management training and development programs such as the need for effective leadership customer service as a primary mission increased workforce productivity employee involvement teamwork for more effective results and the need for a systems perspective by management Major issues including the increasing nonengineering functions within DOTs the aging and diversity of the workforce recruitment of entry level professionals employee retention and the use of contract services are discussed This report of the Transportation Research Board examines the types of management and development training courses that are considered important by state departments of transportation costs of training types of participants topics that are covered needs for transportation related courses vs administrative training and the development of courses within the DOT

Suggestions for future management training objectives are also presented **Personnel Methods Series** United States Civil Service Commission,1956

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