

Checklist to Create a Professional Development Plan for Employees.

Discuss career aspirations

Managers and their new team members should discuss both long- and short-term career aspirations.

Match team member goals with future internal opportunities

This allows to set realistic internal career paths with their team members, or to offer alternative ideas.

Research required skills and experience

A good place to start is by looking at who is currently in the role, and what their job description entails.

Identify long-term goals

Envision along with employees about their goals and career path by matching skills, potential and opportunities.

Develop a training plan for them addressing the gaps and improvising their strengths

Identify short-term goals

Help team members take smaller steps within their career path

Plan development activities

This might include mentoring, job shadowing, stretch assignments, formal education, industry certifications, coaching, and online learning.

Reconsider current responsibilities

Consider which responsibilities aren't helping or which activities are irrelevant to the role.

Check in regularly

Managers should check in and be flexible in setting new goals and development opportunities as needed.