

Professional development plan template

Name			
Date of development		Date to be reviewed	

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Discussed with mentor/colleague

Name: _____

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Discussed with manager

Name: _____

Professional development opportunities/ training

Timeframe	Description of opportunity/training	Skills/ competency to develop

Timeframe	Description of opportunity/training	Skills/ competency to develop

Networking activities

Timeframe	Description of networking activities	Opportunity/professional advantage

Timeframe	Description of networking activities	Opportunity/professional advantage