

## Creating a Professional Development Plan

### Part I

#### What are your career aspirations?

- Example: Become a manager in a top marketing firm, or work as a data analyst in the tech industry.

### Part II

Think about the steps and resources that will help you meet your aspirations:

**1. Industry Research:**

*Conduct research on your desired industry or profession. What are the key skills and qualifications needed to succeed? List 3-5 items.*

- Example: For an accountant – proficiency in tax software or understanding of financial regulations.

**2. Certifications, Credentials, Technical Skill Development:**

*Identify 2-3 opportunities that can help you develop those key skills and showcase your expertise in your chosen industry or profession.*

- Example: Certified Public Accountant (CPA) certification, master's degree program, leadership development program

**3. Professional Associations:**

*List professional organizations, associations, or conferences that are relevant to your career.*

**4. Relevant Books & Resources:**

*Identify 2-3 books, courses, or webinars that can help you build the necessary knowledge and skills.*

**5. Mentorship & Networking:**

*Explain how you plan to connect with mentors or expand your professional network.*

### Part III

Based on the information you gathered above, break down your professional development goals over time. Focus on **how** you will develop the necessary skills and experiences to meet your career aspirations.

#### **3-Year Development Plan:**

*What are the immediate steps you will take to start developing as a professional?*

Example: Obtain certification, complete a specialized course, attend at least two networking events per year, and work on developing a portfolio of work.

**5-Year Development Plan:**

*How will you continue to grow your skills after 3 years? What will your professional development look like in 5 years?*

Example: Take on leadership roles in projects, expand your professional network, start mentoring others, continue your education or get another certification.

**10-Year Development Plan:**

*Looking ahead, what does your career look like in 10 years? How will you have developed by this point?*

Example: Transition into a managerial role, lead a department, speak at industry conferences, write thought leadership pieces in your field.