

# Professional Development Plan



For \_\_\_\_\_

Date: \_\_\_\_\_

Use your Professional Development Plan (PDP) as a map to grow your career in the direction that is best for you. This guide will assist you in determining your PDP objectives, identify your development needs and choose the methods that fit best for you development.

## 1. Define the objective(s) of your Professional Development Plan

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## 2. Establish development needs

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For accounting, finance and treasury professionals creating a professional development plan aimed toward the CFO role, use the [CFO Readiness Assessment](#) to help you establish your plan.

## 3. Identify the best combination of methods to achieve your objectives

- Accept new roles at work
- Take on new projects at work
- Course work
  - Classroom (in person or remote)
  - Self-study
- Coaching or Mentoring
  - One on one
  - Group based
- Networking
  - Formal (Associations, Peer Groups, Conferences etc.)
  - Informal (Social media, ad hoc, being on the lookout)

# Professional Development Plan



- Other development methods

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#### 4. Develop action steps (more than 3 is OK) to connect your needs to the right specific methods and include a time line.

Keep them SMART

- Specific
- Measurable
- Achievable
- Relevant
- Time-Bound

1 \_\_\_\_\_

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2 \_\_\_\_\_

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3 \_\_\_\_\_

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**Calendar time to review your Professional Development Plan at least quarterly.**

This is a living, breathing (figuratively speaking, of course) document so don't worry when your goals, needs or action plans change. In fact, if they don't change you probably aren't revisiting this often enough.

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