Supervisor Meeting

Putting together a professional development plan is a process that should be undertaken with the support of your supervisor.

You should work with your supervisor to:

* Clarify your professional goals
* Identify goals to improve competencies
* Identify strengths and talents and plan a way to put these to use to benefit your department

Below is a document to help get the conversation started but you are encouraged to use any document or format that works best for you.

**Tips for using this document:**

* Fill out the Employee column beforehand.
* Leave the Manager column blank and bring the document with you to the conversation.
* During the conversation with your supervisor, use the prompts to facilitate a conversation about your professional development, jotting notes in the Manager column when necessary.
* Create a Development Plan with tangible outcomes and the steps to achieve them. Be specific.
* Remember that this document is meant to inspire conversation, not restrict it.

Professional Development Planning: A Conversation with Your Supervisor

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| **Employee** | **Manager** |
| Where I see myself in the next 1-3 years | Where you see me in the next 1-3 years |
| My strengths and talents | What you see as my strengths and talents |
| My opportunities for growth | What you see as my opportunities for growth |
| Possible development actions for me | What you see as possible development actions for me |

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| **The Development Plan that we both commit to and you will support for this year** |
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