

**ANNUAL PROFESSIONAL DEVELOPMENT PLAN FOR ALL LEVELS OF EMPLOYEES**

Forms shall be completed and reviewed annually during the performance evaluation process; copies of forms to be maintained by Employee, Supervisor, and Human Resources.

**Classification:**     Executive, Managerial/Professional     Career Service

**Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

Please indicate your areas of development related to improvement of employee performance in the duties and responsibilities of the position held at the College.

I.        **ACTIVITIES FOR PROFESSIONAL DEVELOPMENT:**

1. Goals for obtaining higher education, certifications, licenses, endorsements, courses or training.

Additional Work or Volunteer Service to the College.

2. Local workshops/seminars/conferences planned.
3. Relevant state professional development and professional organizations and membership, and leadership roles.
4. Service to the College including organizations, committee participation, and other activities and events.
5. List other planned activities which may contribute to the College mission.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Immediate supervisor)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Senior level Administrator)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(President)

(Please note: only forms containing plans to take college courses and/or pursuing a degree need forwarded to the President for signature)

Form date: 03/2012