

Professional Growth Plan

for

County Director

Date

Regional Director/ Department Head

Date

Instructions For Use

Transfer the information from the *A Personal Journey for Professional Growth Workbook* to this Professional Growth Plan. Be sure to update this plan as your professional goals change. On-going additions are recommended for your Record of Professional Development/ Continuing Education and Committee Participation.

Your plan should be reviewed with and signed by your immediate supervisor and your regional director/ Department head. The original Professional Growth Plan should be on file in the Extension Administration Staff Development Office. This plan will also be reviewed during your Performance Appraisal.

Long-Term Career Goals

It is important to have a job that is both challenging and satisfying. Consider future professional directions that will suit you best in 5-10 years and beyond. These may include a change in program direction, a different assignment or location with Extension or a job in another organization. Your goals should be clear and concise. It may be helpful to visit with your supervisor or an Extension administrator to explore specific opportunities within Extension.

Goal or goals: _____

Knowledge, skills, abilities, and attitudes needed to achieve goals: _____

Resources necessary: _____

Timeline: _____

Revisions or Changes in Plans: _____

Short-Term Goals

Here is your opportunity to develop short-term goals, those that may be accomplished within the next year. They may, for instance, be needs that have been identified in your Performance Appraisal or things you've wanted to do during the last year, but didn't get accomplished. These may be professional goals such as "learn how to organize and work with a program advisory committee" or "improve promotion of my educational programs." Or they may be personal goals related to your job: e.g., "improve time and office management so that all mail is processed promptly," "manage work and calendar to have two one-week vacations with family during summer and winter."

Goal 1:			
How to Accomplish	Resources Needed	Targeted Completion Date	Completion Comments

Goal 2:

How to Accomplish	Resources Needed	Targeted Completion Date	Completion Comments

Goal 3:

How to Accomplish	Resources Needed	Targeted Completion Date	Completion Comments

Record of Professional Development/ Continuing Education

Record of Committee Participation