

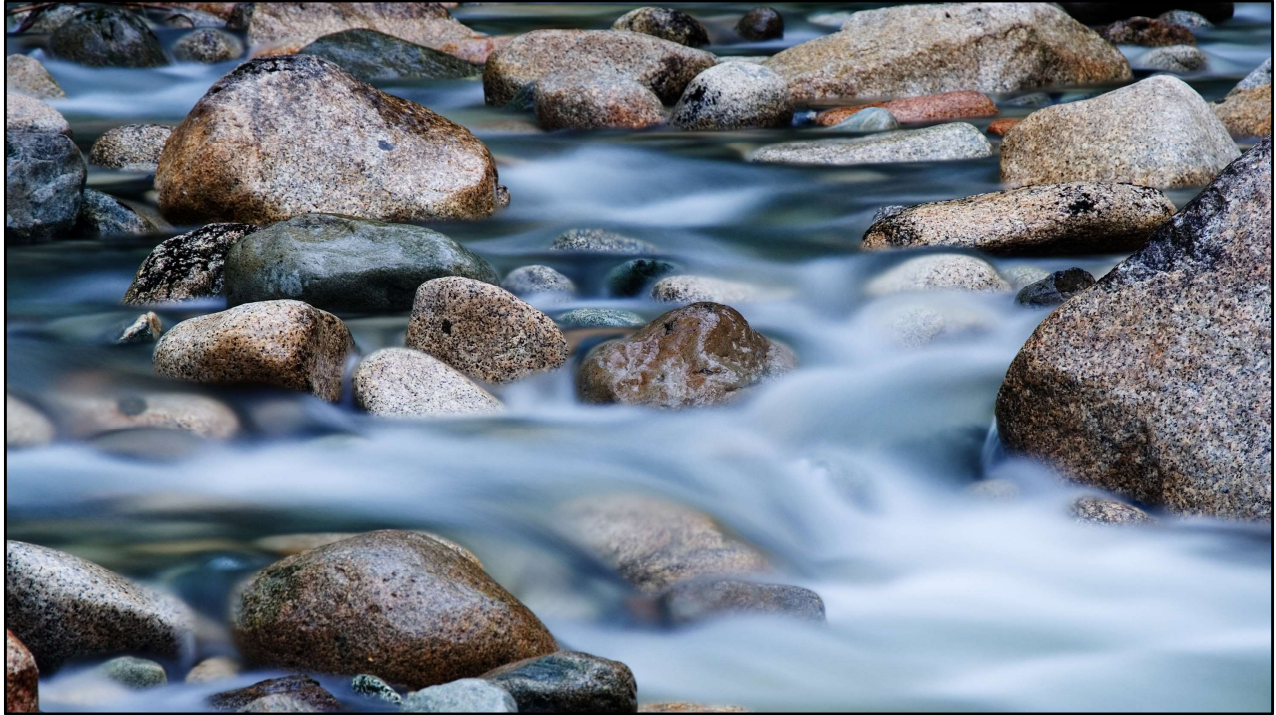
# Creating Your Own Professional Development Plan

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Gratitude for taking the time to be here together  
Goal is for today to be interactive  
There is a lot of collective knowledge in this group that we have the opportunity to tap into together  
Invite you to turn on your cameras  
Tools – chat, small groups, large group discussions  
Acknowledge that everyone is coming from something else. Has their attention.

Arrival exercise – deep breath

## Objective

- Equip you with the knowledge and skills needed to create and implement successful Professional Development Plans (PDPs) for your professional growth



You should have received a template from Arielle and you can reference as we go through the training today – but not necessary.

## Agenda

- Connection
- Growth mindset
- Professional Development Plans
  - Defined
  - Components
  - Samples
  - Tool
- Q&A



I invite you to ask questions as we go. You can come off mute or type them into chat.

## Connection

- Name
- Pronouns (optional)
- Location
- What you're hoping to learn today

\*drop instructions into chat\*

\*take down slide\*

What I'm hoping to learn today – additional ideas of resources to use in your development plans.



Term coined by psychologist Carol Dweck

Growth mindset - and refers to the belief that one's abilities, intelligence, and talents can be developed through dedication, hard work, and learning. Individuals with a growth mindset perceive challenges as opportunities for growth and believe that their efforts can lead to improvement and success. Continuous improvement.

- Characteristics: embracing challenges, persistence in the face of setbacks, effort is the path to mastery, learning from criticism, inspired by others' successes, adopting a love of learning, belief in the potential to change

Fixed mindset - belief that one's abilities, intelligence, and talents are fixed traits that cannot be significantly developed or changed. Individuals with a fixed mindset tend to believe that their intelligence and skills are inherent and unchangeable, leading them to avoid challenges, give up easily in the face of obstacles, and view effort as fruitless.

- Characteristics: avoidance of challenges, limited persistence, belief in the immutability of intelligence, negative response to criticism, comparison with others, avoidance of effort, fear of judgements.

**\*ask for barriers to a growth mindset**

Add, if needed:

- Fixed mindset conditioning
- Fear of failure
- Lack of awareness
- Negative feedback loops
- Unsupportive environment
- Comparison with others
- Impatience

**In your small group, brainstorm a couple things you could do to put yourself into a Growth Mindset more often.**

**\*breakouts of 2-3 ppl, 4 mins with 1 min countdown**

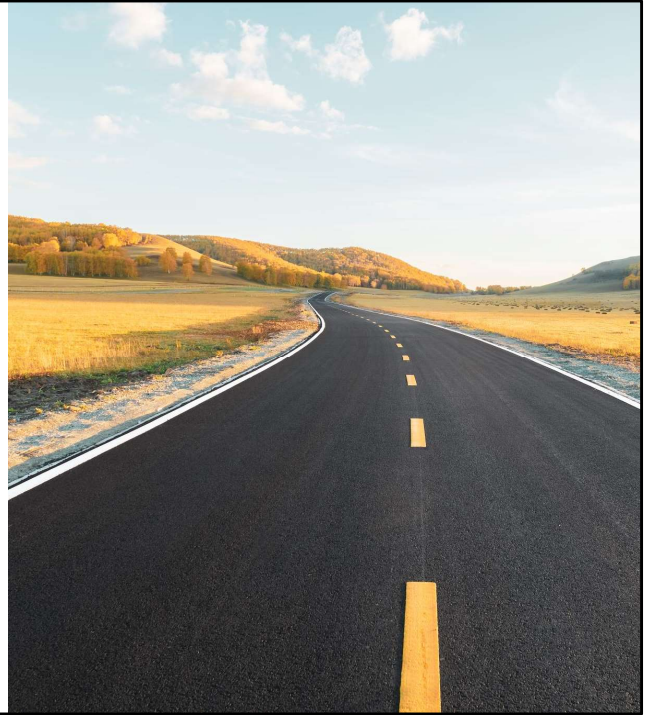
**\*drop instructions into chat**

**\*on return – popcorn share**

Developing a growth mindset is an ongoing process

## What is a Professional Development Plan?

- Assessment & roadmap to enhance your skills, knowledge, and competencies to set & achieve professional goals
  - Proactive
  - Structured
  - Actionable
  - Adaptable
  - Empowering



Applying that growth mindset, it's a structured approach to considering what you want to do more of in your career and making a plan towards it.

What it's not:

- Your life's plan
- Rigid
- Vague

**Who's responsibility is it to make one?** Your employer? Your school? Your Americorp advisor? Your parents? [You]





## Benefits

- Increases your ability to achieve your goals
- Discern which professional development opportunities to pursue
- Encourages continuous learning and skill development

**\*ask: why would you want a PDP? What are the benefits?**

Discern – helps identify how to use 20% professional development Americorp time

Without a heading or a plan, we run the risk of running around in circles or doing more things that we really don't want to do.

## Components



Assessment



Goal Setting



Action Plan



Timeline



Resources



Continuous  
Improvement

As we walk through this, I encourage to refer to the PDP template Arielle sent you in advance of the session. It's not required or necessary, but it could be helpful for your understanding of the tool as well as capture some ideas that might come up for your own PDP development.



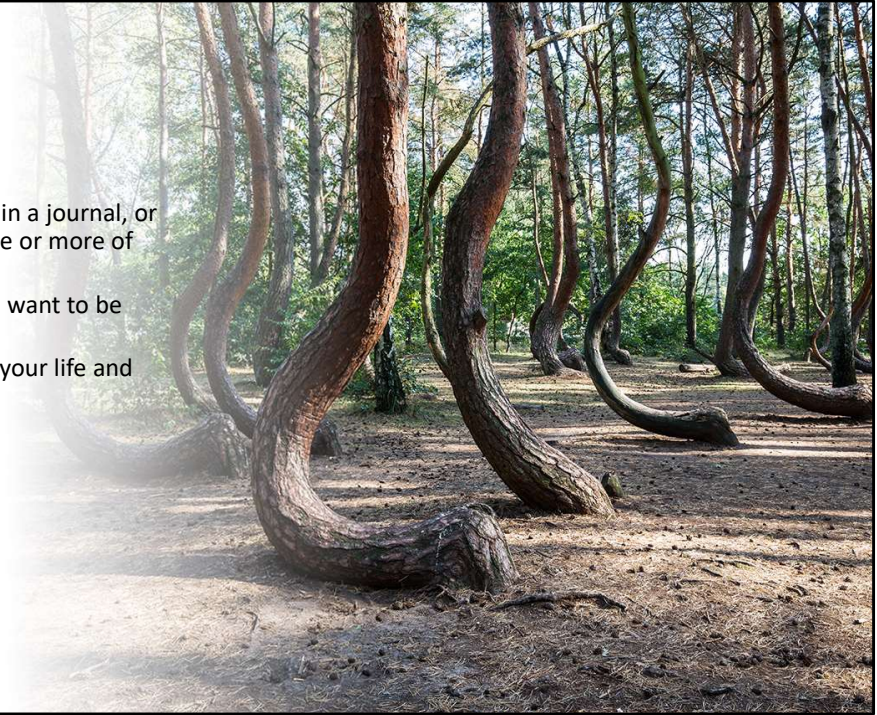
The first step in a professional development plan is capturing what you know about yourself. You've spent time exploring that led you to Americorp and here today. Use that.

- What do you like to do?
- What puts you to sleep?
- Which classes in school were you willing to get up early for or stay up late reading about?
- What are your strengths?
- What comes easy for you?
- What are your values?

This becomes the jumping off point for further exploration and direction. What do I want to do MORE of?

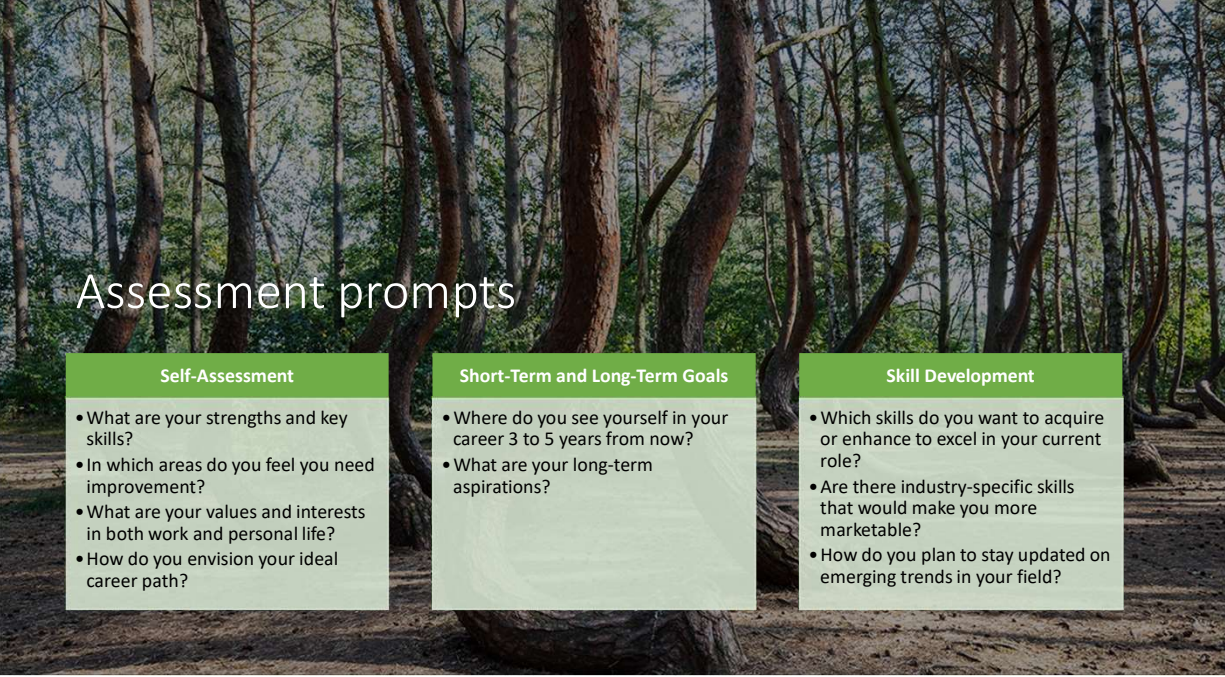
## Assessment

- Spend some time writing in a journal, or in conversation, about one or more of the following:
  - Your values: how you want to be working
  - A personal vision for your life and career
  - Your strengths



As your creating your PDP, start here.

Know what you're working towards



## Assessment prompts

Self-Assessment	Short-Term and Long-Term Goals	Skill Development
<ul style="list-style-type: none"><li>• What are your strengths and key skills?</li><li>• In which areas do you feel you need improvement?</li><li>• What are your values and interests in both work and personal life?</li><li>• How do you envision your ideal career path?</li></ul>	<ul style="list-style-type: none"><li>• Where do you see yourself in your career 3 to 5 years from now?</li><li>• What are your long-term aspirations?</li></ul>	<ul style="list-style-type: none"><li>• Which skills do you want to acquire or enhance to excel in your current role?</li><li>• Are there industry-specific skills that would make you more marketable?</li><li>• How do you plan to stay updated on emerging trends in your field?</li></ul>

This is intended to give you an idea of the kinds of questions to ask yourself and a reference when you go to develop your own PDP.

Arielle will send out the slides after today's sessions for your reference.



Now that you have a better sense of your strengths, values, and ultimately your personal vision, the next step is to start making plans for your professional life that are in alignment.

Well-defined career goals provide direction, motivation, and a sense of purpose, guiding individuals toward their desired outcomes.

Linked to your assessment

Do you find purpose in helping people? Try setting a goal to learn about helping careers.

Do you enjoy details and math? Try setting a goal around accounting or pharmacy.

At this stage on the template, the goal can be rather broad. We're going to break it down into action steps in a minute.

## Goal Setting

What are your desired career advancements goals for the next 12 months?



Ultimately, here is the question we're going to answer on the template.

Note that we're only taking about the next 12 months. On the one hand, it's long enough to really explore some new things, build new skills and knowledge – but it's not the rest of your life. It's simple a heading or direction or north start towards something more. This isn't a 10 point strategic plan for the next ten years. Some commitment, but not too much commitment.



## Goal Types

- Skill Development
- Career Advancement
- Personal Development

**Skill Development:** Include goals related to acquiring new skills or enhancing existing ones. Sometimes referred to as “hard skills.” An example would be enhancing public speaking skills.

**Career Advancement:** Set goals that align with climbing the career ladder, taking on new responsibilities, or transitioning to a different role. Example: get a job in education.

**Personal Development:** Consider goals that contribute to your personal growth, such as improving communication or leadership skills. Sometimes referred to as “soft skills.”



## Goal Examples

- Gain healthcare experience
- Develop people skills
- Enhance public speaking and presentation skills
- Improve time management skills
- Learn about careers in environmental stewardship



See how these goals have direction, but aren't too specific (yet)  
Again, you want these to link back to your self assessment

We'll talk about SMART goals in a minute that are more specific. At this 'goal' level, keep it broader so you can use it as that northstar & develop multiple strategies to get you there.



Now that you have your broader goals/headings.

This is where we identify the specific skills or knowledge areas to develop in order to achieve the goals.

- Operationalizing it
  - Breaking down goals into actionable steps
  - Prioritizing tasks and setting deadlines
  - Resources needed for goal achievement
  - Concrete “actions” that you can take towards achieving your goal
- \*ask: who knows about SMART goals? What does SMART stand for? [move to next slide]



SMART goals are a framework for setting objectives that are specific, measurable, achievable, relevant, and time-bound.

The SMART acronym stands for:

- 1. Specific:** Goals should be clear and well-defined. Avoid vague language and make sure that the goal answers the questions of who, what, where, when, and why.
- 2. Measurable:** Goals should include concrete criteria for measuring progress. This helps in tracking your achievements and staying motivated. It answers questions like how much, how many, or how will I know when the goal is accomplished?
- 3. Achievable:** Goals should be realistic and attainable. While it's good to aim high, setting impossible goals can lead to frustration and lack of motivation. Ensure that the goal is challenging but still possible.
- 4. Relevant:** Goals should be aligned with your overall objectives and mission. They should matter and make sense in the broader context of what you want to achieve. Ensure that the goal is worthwhile and will contribute to your long-term objectives.
- 5. Time-bound:** Goals should have a specific timeframe or deadline. This adds a sense of urgency and helps prevent procrastination. It answers the question of when the goal will be achieved.

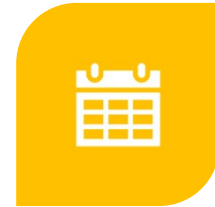
Here's an example of a SMART goal:



ACTION



RESOURCES



TIMELINE

On your PDP template: Specific, Measurable, Achievable, Relevant, Timebound (SMART)

Action:

- WHAT are you going to do?
- Identification of concrete steps and activities to achieve each goal.
- Breaking down larger goals into smaller, manageable tasks.

Resources

- HOW are you going to do it?
- Identification of the resources required for achieving goals, such as courses, workshops, mentoring, job shadowing, informational interviews, volunteering, self-directed learning, or networking opportunities.
- \*\*ask in chat: what are some other resources for learning and development that you can tap into?
- Consideration of financial, time, and other resource constraints.

Timeline

- WHEN are you going to do it?
- Importance of timelines in development plans
- Development of a timeline or schedule for completing each action step.
- Setting milestones and deadlines to track progress.
- Creating a realistic and achievable timeline
- Adapting timelines to changing circumstances

# Action Plan Examples

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- Goal: Improve time management skills.
- Action Plan:
  - Read a book on time management by 12/31/2023
  - Implement time-tracking strategies, prioritize tasks, and utilize productivity tools by 1/31/2024.



If you don't know exactly what steps you need to take to achieve a goal – the action step would be to learn about it - read a book, interview someone who is good at it

Other examples:

Goal: Learn Spanish

Action:

- research Spanish language programs by 12/31
- analyze cost/efficacy by 1/15
- enroll in program by 1/31

Note they are SMART (specific, measurable, achievable, relevant, and timebound)



## Stakeholders & Support

- Who can provide support and accountability for your development?
- How can you build in check-ins on your progress?

So now you have your assessment, goals, action plan... how are you going to stick to it?

*Who can provide support and accountability for your development? How can you build in check-ins on your progress?*

- Importance of feedback in the learning process
- Seeking feedback from mentors, peers, and supervisors
- Reflecting on experiences and making informed adjustments
- Four roles:
  - Coach
  - Appraiser
  - Advisor
  - Referral Agent



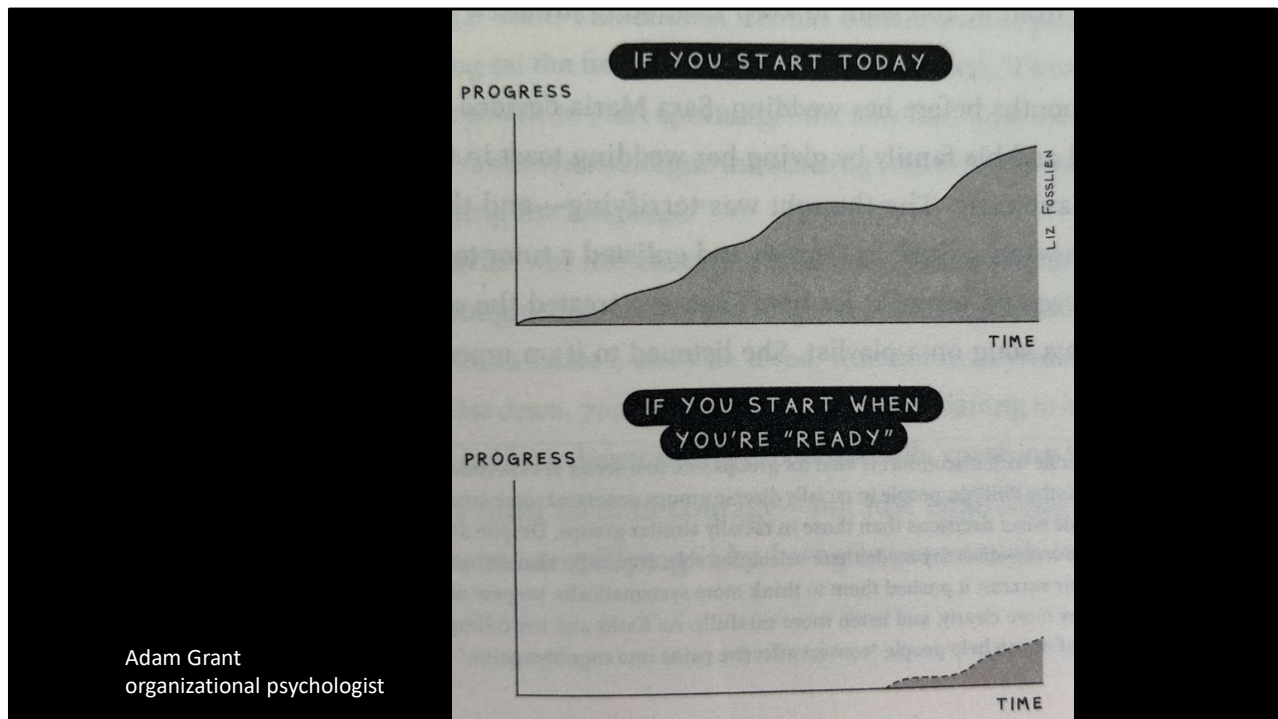
Adapting to  
Change



#### Story about Eric:

Running start, wanted to be a teacher, got teaching degree, during his student teaching learned that he didn't like teaching. So he went out to figure out what he did like to do, got a job selling used cars and learned that he likes doing business development & running a business. Now has a business that employs 20 people managing properties for hundreds of homes and loves his work.

Morale of the story – fail fast, fail often. By doing the assessment, setting goals and actions you'll be on your way to learning more about what you like. Keep adapting the plan. Be curious about what does and doesn't work. What did you learn? Add that to the next version of your professional development plan. Expect to change your plan



It's natural to have some anxiety about making career goals. It's easy to put a lot of pressure on yourself.

The good news is that traditional model of a single career for life is becoming less common.

I invite you to reframe that anxiety into excitement. They're close emotions. Just think about what you want to do more of.

- Start today.
- Push yourself.
- Learn.
- Adapt.
- Do it again.



- If time allows, breakout room:**
- \*2 ppl**
  - \*insights & next steps you'll take**
  - \*5 mins with 1 min countdown**

## Resources

### **Professional Development Plan template**

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Express gratitude