



GUIDE

Professional Development Plan Template

Set the path for professional success



Set the Path for Professional Success

Developing an effective professional development plan template is an essential step for any person looking to stay competitive and cutting edge.

Not only is professional development a powerful tool for individuals, but it's also an important way for leaders to develop their teams, improve employee engagement and loyalty, and help their people realise their aspirations.

When you help your team recognise their development opportunities, set achievable goals, and build a timeline filled with measurable action steps, you've set your team on the path to sustained success.

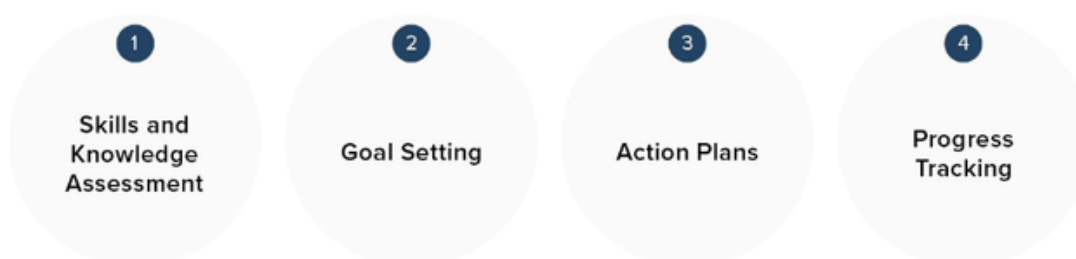
How to Create a Professional Development Plan Template

Templates are a great way to standardise your employee growth efforts while leaving room for each person to set goals and adapt to circumstances.

A thoughtful, well-organised template helps employers and employees document goals, track progress, and make refinements whenever needed.

Here are some key components to include in a professional development plan template.

4 Elements of Professional Development Plans





An Example of a Professional Development Plan Template

Name:

Department:

Self-Assessment (Where You Currently Are):

- 1.
- 2.
- 3.

Objectives or Area of Focus:

- 1.
- 2.
- 3.

Professional Development Needs and Goals:

- 1.
- 2.
- 3.

Current Strengths and Competencies:

- 1.
- 2.
- 3.

Action Steps:

- 1.
- 2.
- 3.

Timeline/Deadline(s):

- 1.
- 2.
- 3.

Support Resources Needed:

- 1.
- 2.
- 3.

How Success Will Be Measured:

- 1.
- 2.
- 3.



How Leaders Can Apply Whole Brain® Thinking to Professional Development

The Whole Brain® Thinking methodology is a science-backed system for measuring and defining cognitive diversity in individuals, teams, and organisations.

It helps you grasp your thinking preferences and use that understanding to enhance how you solve problems, make decisions, communicate, stay productive, take care of your wellbeing, and relate more effectively to those around you.

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Professional development plans are all about understanding what the employee is thinking, what they want to do with their careers, and what skills they have and don't have. How they think is just as important as what they're thinking.

That's where the Whole Brain® Thinking framework and Herrmann Brain Dominance Instrument (HBDI®) assessment can provide a thoughtful, scientific foundation for professional development. Whole Brain® Thinking decodes how people prefer to think and what types of tasks they prefer to do. The HBDI® assessment helps people understand their thinking preferences across four distinct modes: Analytical (Blue), Structural (Green), Relational (Red), and Experimental (Yellow).

Everyone has a higher thinking preference in one or two quadrants, but we all use all four quadrants daily. There are no good or bad quadrants, nor good or bad combinations of thinking preferences. When people understand how they think, they can use that insight to inform their professional development goals, what skills they need, and how to pursue improvement.

Professional development is a concept and activity that touches upon all four quadrants, providing countless ways for leaders to engage employees. Blue (Analytical) thinkers gravitate toward activities that have clear metrics and outcomes. While professional development plans don't have to be numbers-based, they should include clear markers of progress and success.

Green (Structural) thinkers tend to think about how activities will be constructed, and the planning process itself could be enough to jump-start their enthusiasm.

Red (Relational) thinkers can envision the impact they can make on their development and the lives of their colleagues, clients, and other stakeholders. By developing a plan, they're making a personal commitment to their values and impact.

Meanwhile, yellow (Experimental) thinkers will relish the opportunity to dream big and envision the future. They'll embrace the "why" of professional development planning.

Of course, there are countless Whole Brain® Thinking preferences combinations, and many people will gravitate to more than one quadrant. And even the most Blue thinker possesses a capacity and aptitude for Relational or Experimental thinking, and vice versa. The framework is just that — a way to help your team better understand their thinking and other people's thinking, not a rigid set of rules about how your team should think or act.