

Professional Development Plan

Use this template to map out your career development pathway and plan next steps. Make sure to revisit and revise as you progress.



Self-Assessment

Reflect on your:

Values _____

Interests _____

Skills & Strengths _____

Weaknesses & Growth Areas _____

Core Motivation _____

Key Takeaway:

What must your development plan align with? _____



Recap – Past 12 Months

What have you:

Use examples and metrics where possible.

Learned _____

Delivered _____

Impacted _____



Set SMART Goals

Short-Term (1–2 years):

Goal 1 _____

Goal 2 _____

Long-Term (5–10 years):

Vision _____

Milestones _____

Identify Skills Gaps

Areas where you need development _____

External feedback (e.g., from mentor/manager) _____

Emerging skills/industry trends to explore _____

Plan Your Next Steps

Concrete Actions (committed steps):

Further Education (e.g., Degree, Cert) _____

 Check out GMAC's [Business Education Planner, Advancery](#), to find the right option for you based on your career goals.

Job Applications or Role Change _____

Experimental Actions (test & learn):

Networking Events _____

Mentorship, Shadowing or Coaching _____

Resources Needed

Degree, Course or Certifications _____

Estimated Time & Cost _____

Potential Funding Options _____

Accountability Structure

Review Schedule: Weekly / Monthly / Quarterly

Who will support you (accountability partner, coach)?

Scan the QR code
to get started with
GMAC Advancery

