

Employee Professional Development Plan Self Reflection Worksheet

We designed this worksheet to help you reflect on your skills, strengths, weaknesses, motivation, and preferences as you work to develop a draft Professional Development Plan.

List your strengths.

1. What do you LOVE to do?
2. In what areas do you excel?
3. What brings you professional pride?
4. What did you do really well this past year?

List all your strengths in a bullet list of power statements like this:

- I excel at:
- I feel capable when I:
- My top strengths are:

List your areas of improvement.

1. What do you loathe doing?
2. What tasks do you put off?
3. What takes you more effort to complete accurately?
4. What mistakes did you make this past year?

List all your development opportunities in a bullet list of power statements like this:

- I want to be better at:
- I would like to improve my:
- I need to learn how to excel at:

Answer the following questions:

- Do you prefer being an individual contributor or managing people?
- Do you want to become an expert in your current field or explore new areas?
- What skills do you want to develop?
- What experiences do you want to have?
- What knowledge would you like to acquire?
- Are you hoping for a promotion, new assignment or a new role in a different area?
- What opportunities at Carleton interest you?

What are your short, mid, and long-range career goals?

What are you willing to do in the next 1-2 years to reach your professional goals?

How do your goals align with opportunities at Carleton?