PROFESSIONAL DEVELOPMENT PLAN

CSUSB

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Instructions

This Professional Development Plan consists of two components:
a self-assessment to identify areas of skill-development and to assist you in
outlining your goals and action steps.

Self-Assessment

Complete the self-assessment to identify core competencies that you would like
to further develop. Each competency includes a playlist of online courses to help
enrichen your understanding and application of the skill.

1. Add your scores within each of the six career-development areas on the
   following page.
2. Your totals for each aspect will be auto-populated into each score on the
   second page of the self-assessment (page 4).
3. The area in which you have the lowest score may be the best area for you to
   focus. You can then review resources in any or all of the other aspects.

It isn't necessary to be expert in all of these areas. Instead, focus on leveraging
the behaviors you are good at, while continuing to develop your abilities in the
other aspects. As you review your self-assessment results, consider reflecting on
the following questions:

- What are some skill development and learning opportunities that may
  interest you?
- How will you nurture your low-ranked skills?

Learning Plan

Complete the learning plan to identify your professional development goals and
outline your action steps.

What's Next?

Consider implementing recommended strategies to encourage goal completion
as well as ensure your professional portfolio stays up to date.

Self-Assessment

Please rate well you apply each career development behavior.

 Not True (1)   **Somewhat True (2)**   **Very True (3)**

Adaptability: Active awareness of trends, developments, opportunity areas and growing fields.	Score
1. I know how to tailor my data gathering skills for careers that interest me.	
2. I have the ability to learn about jobs at CSUSB and in the CSU system.	
3. I know how to identify work environments that are satisfying to me.	
4. I am able to identify my department's mission, values and goals.	
5. I understand what is changing in my field and organization, and how it impacts my career.	

Goal-Oriented: Combining your understanding of self-perception & adaptability to develop short-term & longer-term goals for your career. Being goal-oriented gives you energy & direction to your actions.	Score
1. I have a long‐range vision for my career.	
2. I am able to set goals consistent with performance feedback.	
3. I take my department's goals into account when setting my career goals.	
4. I can balance my career goals and personal priorities.	
5. I regularly re‐assess my career goals and action steps.	

Career Management: Understanding your strengths, work style, interests, values & preferences in relation to work.	Score
1. I am in regular contact with colleagues and others for professional and career development.	
2. I handle organizational and workplace changes effectively.	
3. Being aware of my strengths and accomplishments helps me stay optimistic despite up's and down's in my work life.	
4. I can usually find something engaging in my work, even when things are challenging.	
5. I am confident in pursuing career goals during times of uncertainty.	

Personal-Branding: Helping others see the value you can bring through all kinds of communication including your resume, professional social media, and verbal presence.	Score
1. I regularly update my resume.	
2. If called upon for examples of how my skills have contributed to positive results, I'm ready.	
3. I can communicate my strengths and skills confidently in an interview.	
4. I am prepared to introduce myself comfortably in a professional setting.	
5. I feel good about my choices in how I use social media to represent myself professionally.	

Adapted with permission from University of Berkeley

Self-Assessment

Please rate well you apply each career development behavior.

Not True (1)   Somewhat True (2)   Very True (3)

Skill-Development: Continuing attention to developing the knowledge, "how-to" skills, & habits that prepare & qualify you for the opportunities you want.	Score
1) I can identify skills to develop, aligned with my career direction.	
2) I actively seek or create development experiences on and off the job.	
3) I understand the positive impact of my skill development on the organization's future.	
4) I stay up to date on the skills that are relevant to my field.	
5) I have participated in training activities within the last year to develop my skills.	

Self-Perception: Understanding your strengths, work style, interests, values and preferences in relation to work.	Score
1) I know my interests and how they relate to my career.	
2) I know the strengths I bring to my work.	
3) I understand my areas for professional growth.	
4) I know what my values are in relation to work.	
5) I know my preferred work style.	

Aspect Score Totals

Adaptability
View recommended training resources for "Adaptability"

Personal Branding
View recommended training resources for "Personal Branding"

Career Management
View recommended training resources for "Career Management"

Skill Development
View recommended training resources for "Skill-Development"

Goal-Oriented
View recommended training resources for "Goal-Oriented"

Self-Perception
View recommended training resources for "Self-Perception"

Scan QR code or click below link to complete online version of the self-assessment

Online Self-Assessment Link

Learning Plan

Date Initiated: **Employee ID:**

Employee Information

Full Name: Email:

Classification: Position Title (if different from classification):

Department: Division:

Learning Plan

Division/Department Strategic Goals

Would you like to include your division/department strategic goals into your Professional Development Plan?

Yes   No

Goals	Strategic Goal	Core Competency	Date

Scan QR code or click the below link to complete the online learning plan.

Online Learning Plan

Learning Plan

Date Initiated: **Employee ID:**

Full Name: Email:

Learning Plan

Action Steps

<table>
<tr><td rowspan="2">GOAL 1</td><td>ACTION</td><td></td></tr>
<tr><td></td></tr>
</table>

ACTION GOAL 1

ACTION GOAL 2

ACTION GOAL 3

ACTION GOAL 4

What's Next?

1. Consider setting up a calendar alert to help remind you when to complete your goal(s).
2. Find an accountability partner (colleague, family member or supervisor).
3. Upon completion of your goals, update your professional portfolios (resume, CV, digital portfolios, etc.).

If you would like to further discuss your professional development plan, schedule a 1:1 appointment with a Staff Development Center representative.

PROFESSIONAL
DEVELOPMENT PLAN

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