

Sample Professional Development Plan Worksheet

Category	Learning Objective	Activity	Learning Outcome/Result	Date(s)	CPE Hours
	Identify what competency or skill you wish to develop.	Choose a specific activity you have committed to doing, considering a wide range of activities and training options.	What did you learn from the activity undertaken? How did it help improve your performance?		
Specialized Knowledge	Increase knowledge of business valuation	Business Valuation Web Seminar Series: Fundamentals of Business Valuation from the Nation's Leading Experts		5/1/12-6/14/12	20
Specialized Knowledge	Evaluate CFF Credential	Pathway to the ABV and CFF Credentials		5/31/12	2
Communication Skills	Improve presentation skills	That's Not What I Said! - Effective Workplace Communication	Ability to match the message with the audience	July 2012	10
Technical Skills					
Management and Leadership Skills	Improve mentoring skills	Identify mentee and meet monthly	Direct coaching experience	7/1/12-6/30/13	n/a
Professionalism & Ethics					

Total	32
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CPE Total	
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