

Overall Long-Term   
Professional Development Plan

**[Favorite motivational quote or saying]**

**NAME**

**Creation Date | Last Revised**

08

**Fall**

Professional development is key to ensure your skills and competencies are staying sharp and up-to-date. And not only does this benefit you as a professional, but it also benefits your organization. Their investment in you and your success is valuable and often quietly encouraged; it’s important to know how to ask and how to show a Return on Investment, or ROI, to hear the yes you want.

You’ll want to start by completing this document, then the Annual Professional Development Plan Worksheet, and finally the Annual Professional Development Proposal Template. You can complete these on your own, follow along with the pre-recorded video in Learn@IAAP, with your admin team, or with IAAP live virtually through HQ or with a branch or region. The worksheet and proposal template are great resources that can be used year after year to work toward your professional development goals and help put together an ROI proposal for your employer to support your goals. You should also bring your Long-Term Professional Development Plan to the table when negotiating a new job offer to ensure your professional development is integral in your new role.

**3-5 Career Goals I Want to Achieve in the Next 3-5 Years**

Goal No. 1:

Goal No. 2:

Goal No. 3:

Goal No. 4:

Goal No. 5:

**Timeframe/Deadline to Accomplish Each Goal**

Goal No. 1:

Goal No. 2:

Goal No. 3:

Goal No. 4:

Goal No. 5:

**Steps to Accomplish Each Goal**

*Goal No. 1:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 2:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 3:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 4:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 5:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

**Resources Needed for Each Goal (Training, Connections, Meetings Needed, Support From, Coach, Materials, etc.)**

*Goal No. 1:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 2:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 3:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 4:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

*Goal No. 5:*

Step 1:

Step 2:

Step 3:

Step 4:

Step 5:

**NEXT STEP: Annual Professional Development Plan Worksheet**

**Employer Support Proposal Package**

***Step 1: Long-Term Professional Development Plan***

**Step 2: Annual Professional Development Plan Worksheet**

**Step 3: Annual Professional Development Proposal Template**