

Annual Professional

Development Proposal

**PROPOSAL OVERVIEW/INTRO [SAMPLE: Professional development is the key to learning and growth. Without it, we run the risk of stagnating and burning out. This proposal lays out what avenues I want to focus my professional development on this year, what goals it will help me achieve, what challenges it will help me solve, and the expected outcomes and ROI for the organization for each.]**

**NAME**

**Job Title**

08

**Fall**

**My Overall Career Goals**

List overall career goals in your own words.

**My Immediate Recurring Challenges to Solve**

List immediate recurring challenges in your own words.

**The Competencies I Want to Learn or Enhance and How They Will Impact My Role**

List areas you’d like to focus on and specific competencies you’d like to gain in your own words. It will help if you also describe how it will benefit your organization.

**Requested Professional Development Opportunities and ROI/Outcomes for Each**

*Association Membership*

List why being a member is beneficial to you and your organization.

*Conferences*

List the conferences you’d like to attend and why attending Summit or other conferences is beneficial to you and your organization.

*Trainings*

List in-person and virtual training opportunities and why attending these sessions is beneficial to you and your organization.

*Certification*

Outline the certification program and explain why it would benefit your organization.

**Cost for Professional Development (Time and Financial)**

[Can include overall cost here and refer to separate spreadsheet for the breakdown]

**NEXT STEP: Compile and submit completed sheets. Delete these boxes before   
submission.**

**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***