**Annual professional development plan**

Reflecting back over the last year, what are you most proud of as it relates to your work?

Together with your supervisor, identify three areas where you would like to grow and/or new skills you would like to gain this year:

**Goal 1**:

I plan to do this by: (describe the actions you will take or the resources you will need)

Timeline:

How will this contribute to my overall career goals and to MACPAC’s mission? How does this address a skill I need to improve?

How will you measure success?

Evaluation of goal: (to be discussed with the employee and supervisor)

**Goal 2**:

I plan to do this by: (describe the actions you will take or the resources you will need)

Timeline:

How will this contribute to my overall career goals and to MACPAC’s mission? How does this address a skill I need to improve?

How will you measure success?

Evaluation of goal: (to be discussed with the employee and supervisor)

**Goal 3**:

I plan to do this by: (describe the actions you will take or the resources you will need)

Timeline:

How will this contribute to my overall career goals and to MACPAC’s mission?

How does this address a skill I need to improve?

How will you measure success?

Evaluation: (to be discussed with the employee and supervisor)