|  |
| --- |
|  **DCU** Professional Development Plan  |
| **Name:** **Role:** **Available Hours:**  | **Department:** **Line Manager:** **Available Budget:**  |



**Step 1 of 4: GATHER INFORMATION**

|  |
| --- |
| **CURRENT WORK ANALYSIS**  |
| **What are your key skills?** | **How much do you use them in your current role?** | **What are your key work challenges?**  |
| For example, Problem Solving, Working in teams, Analysis, Writing  |  | For example, dealing with interruptions, unscheduled projects  |

|  |
| --- |
| **FUTURE WORK ANALYSIS**  |
| **What skills might you need in the future in your current role?** | **What Professional Development opportunities would like to avail of?** | **How do you think you could avail of Peer Learning?** | **Think about a role that you would like to have in the next 1-3 years. What skills would you need for the role?** |
| Think about where you want to go? List skills you might need  | For example courses, projects, conferences, certifications, degrees, masters etc | List ways you might learn from your colleagues | Are you seeking promotion within your section or across DCU? List needed skills here |

**Step 2 of 4: Create a Plan**

|  |
| --- |
| **LEARN. CONNECT. CREATE** |
| **LEARN >** | **CONNECT >** | **CREATE >** |
| **Think about opportunities you have every day to learn at work, online and through life experiences** | **Connect with others on campus or on social media, find a coach or mentor - or share your learning by mentoring someone** | **Work on a project that aligns with your learning goals**  |

| **MY LEARNING PLAN** |
| --- |
| **WHAT? Professional Development Need** | **HOW? Type of development** | **WHEN? Timescales** | **WHO? Responsibility**  | **Cost**  | **Comments** |
| **Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)** | **Examples: Workshops, LinkedIn Learning courses, conferences, self-development (researcher, reading, etc.), coaching, mentoring, job shadowing, project work, committee membership, new projects etc.** | **Examples: End of April, to be completed in the next 3 months**  | **Examples: You, your manager to arrange, you work with team and manager, etc.** | **Cost in euro** | **Examples: Resource requirements, Additional notes**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total cost** |  |  |

**Step 3 of 4: BROADEN YOUR LEARNING**

Lifelong learning can instil creativity, responsiveness, and adaptability – search for opportunities to learn outside work.

| **WHAT? What subjects do you want to know more about?** | **HOW? Types of learning** | **WHEN? Timescales** | **WHO? Who can support you?**  | **Further comments** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Step 4 of 4: Evaluate your Progress**

| **WHAT? Professional Development Need** | **HOW? Type of development** | **WHAT? What I will do differently as a result of this experience?** | **HOW? How will I continue to build on these skills?** | **Further comments** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Final tips!**

* Update your LinkedIn profile and your CV each time you upgrade your skills or experiences.
* Take time to think how what you learn outside of work can be integrated into your job and to further your career.