**Personal Planning for Professional Development**

*Elizabeth Woodard, Ms. Ed., MLIS*

*Training and Technology Administrator*

*Norfolk Public Library*

In order to be effective, your Professional Development (PD) plan should be made as **a conscious decision related to your professional goals** (long term and short term). Each employee’s goals and plans will be different with some required training and including personal specific needs and interests in order to:

\* promote/grow or advance in your career

\*update over time to meet new technologies, organization strategies and paradigm changes

\*consider new sources/resources, attitudes, viewpoints and perspectives

\* meet demands set by management/administration

-ready to re-learn

- try to un-learn

-learn to lead/teach others

**Setting personal professional development goals** will be determined by your role, position, plan for your future.

New employee training (PD) needs:

orientation, onboarding, clarification, meeting colleagues and larger network, structure and strategy of the organization, practical operational expectations, awareness of personal biases

PD after probationary period:

system best practices, problem solving, time management, seek specific expertise, finding work/life balance, office/environmental strategies for best production, production/operational improvement, dispel personal biases

Long-time employee:

look forward!, update yourself, expand your viewpoint (seek other perspectives that

don't necessarily confirm your own beliefs), train others, discover new aptitudes, go back to basics and re-learn in a new era

**Discuss your plan with your supervisor/administrator.**

Share your impetus

Clarify your needs

Find funding (if needed) in-house/or outsourced

Find opportunities together

Gain approval for dates/times (and amount of time to take)- keep approvals documented an updated

Build awareness of need to adapt plans (match personal needs and organizational needs)

**Documentation**

Put your overall work plan in writing and send/copy supervisor/administrator

Goals should be stated

Select training, courses, webinars, readings, conferences, etc. appropriate for goals

Include dates, lengths, cost, certificates, reviews

**Accountability**

Outcomes (demonstrate and confirm gained experience/knowledge)

Practice (performance evaluation)

Make proposals (for teaching, to integrate new ideas/strategies, for job advancement or change)

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| Professional Development | YOUR NAME |
| Training Title: | Speaker/Trainer Name:  Speaker/Trainer contact: |
| Date/Time begun: | Date/Time ended: |
| Matching Goal: | |
| Review of training: *(certificate attached if available)* | |
| Proposed follow-up if appropriate: | |
|  | |
| Training Title: | |
| Date/Time begun: | |
| Matching Goal: | |
| Review of training: *(certificate attached if available)* | |
| Proposed follow-up if appropriate: | |
|  | |
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Documentation of Professional Development