

# Professional Development Worksheet for staff members

Working in collaboration with your supervisor, you can use this worksheet to identify how professional development courses will help you meet work objectives, transfer learning back to the workplace, and plan future professional development.

My current work objectives	Course(s) I will attend	How course(s) will help me meet my objectives	My plan for reporting back what I learned

To accomplish future objectives, I need the following training or other professional development

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

To locate and complete needed professional development, I will \_\_\_\_\_

\_\_\_\_\_

My supervisor will \_\_\_\_\_

\_\_\_\_\_