



M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

Professional Development Action Plan Template

Professional development, also known as continuing education, should be an essential component of your career growth and plan. With constant change and the evolution of the meeting planning profession, keeping your skills and knowledge current will give you a competitive advantage in achieving your career goals. As with your other life goals, it is recommended that you develop a personalized action plan designed to help you achieve your goals. A plan with explicit goals will provide structure for your future learning. Life-long learning is the key to growth and empowerment.

Based upon your personal assessment of your current knowledge, skills and abilities, or based upon your results from the MPI Skills Assessment, or based upon feedback you have received from others, ask yourself the following questions:

- How can I improve or strengthen my work performance?
- What are the key areas I want or need to develop to remain proficient in my profession?
- What are new skills and knowledge I will need in the future?

After determining the key learning areas in which you want to focus, develop specific and measurable goals in which to pursue. Use this template to facilitate your goal-setting process, to document your results, and to track your accomplishments.



Professional Development Action Plan Template

As I develop my Action Plan, I will use the SMART model by ensuring all of my goals and action steps are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and within a specific **T**imeframe. Complete a plan for each of my goals.

Goal: _____

Relevance – how will this goal help me: _____

| What are the steps or strategies I will take? | What is the realistic timeframe to accomplish the step or strategy? | How will I evaluate each step or strategy? | How will I know the step or strategy has been accomplished? |
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Sample – Professional Development Action Plan

As I develop my Action Plan, I will use the SMART model by ensuring all of my goals and action steps are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and within a specific **T**imeframe. Complete a plan for each of my goals.

Goal: Develop my presentation (public-speaking) skills

Relevance – how will this goal help me: My current job requires me to occasionally give oral presentations to internal and external clients. By gaining competency and proficiency in this area, I will build my confident, which will result in more effective and persuasive communication with positive outcomes and reduce my anxiety when called upon to speak publicly.

| What are the steps or strategies I will take? | What is the realistic timeframe to accomplish the step or strategy? | How will I evaluate each step or strategy? | How will I know the step or strategy has been accomplished? |
|---|--|---|--|
| Take a public workshop on presentation skills. | Complete the workshop within six months. | After the workshop, I will test my knowledge in the fundamentals of public speaking. | Upon course completion. |
| Read at least two intermediate-level books on presentation skills. | By July 1 st . | After reading the books, I will measure my knowledge on more advanced presentation techniques. | The two books identified will have been informative and helpful in educating me on more advanced presentation skills. |
| Join Toastmasters International to frequently practice my newly acquired presentation skills. | Join within the next three months; participate in weekly meetings for at least six months. | I will measure progress by soliciting feedback from other Toastmaster participates; pursue certification. | Through frequent practice, my skill level should improve. At a minimum, I will become more proficient in preparing for presentations and reducing anxiety. |
| Seek out new opportunities to present information and reports in a team setting. | Immediately. | I will measure progress by soliciting feedback from team members and my manager. | By giving at least one oral presentation per month at staff meetings. |