**Personal Planning for Professional Development**

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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: |
|  |
| Training Title:  |
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Documentation of Professional Development