**Professional Development Plan -Sample Template**

**Name:**

**Employee Objective:**

In order to increase my level knowledge and skill base in the area of strategic human resources management, compensation, organizational development and information systems, therefore allowing me to contribute further to the unit, I will enhance my skillset and increase my knowledge by taking coursework educating me on policies, current trends, and best practices in personnel administration at the graduate level.

**Current Qualification Level (list all certifications or degrees):**

Certificate: Business Administration

BS Business Administration

**Current Skill Level:**

* Advanced technology skills
* Proficient with research and qualitative design
* Strong financial management skills

**Qualifications to Acquire (list certification, or degree level):**

Masters of Business Administration

**Skills Knowledge and Abilities to Acquire:**

Compensation – I will enhance my skills to address compensation issues, with a long-term plan including market and internal equity issues, pay for performance and incentive compensation by taking coursework in Managerial Finance and Accounting.

Information Systems – I will increase my ability to utilize advanced technology skills in the human resources/training environment by taking Management Information Systems coursework specifically with the business environment in mind.

Organizational Development – I will increase my skills and ability to take a wide view of organizational development for the SPU and the possible MCPs including my ability to foresee issues before they arise in reorganizations and organizational change by taking coursework in Organizational Behavior and Operations Management.

Research and Policy – I will gain advanced skills in research and policy by taking coursework in Human Resources Management and Managerial Research Methods and learning new policies as they occur. The coursework will assist in implementing policy and on researching the outcomes of policy implementation.

Strategic Human Resources Management: - I will develop the advanced ability to apply longitudinal study skills to the daily human resources management requirements of this position. By taking coursework in Human Resources and Strategic Management, I will add to my current understanding of current laws, trends and unit needs, but will also gain the ability to apply that knowledge with long term planning and short term vision in mind.

**Method of Skills Knowledge and Abilities Acquisition:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program\*** | **Course** | **Cost** | **Who is Financial Responsible?** |  **Timeline** |
| MBA Core |  |  |  |  |
|  | BUS 553 - Strategic Management  | $570 |  |  Spring 2012 |
|  | BUS 501 - Ethics, Law, and Social Responsibility | $570 |  |  Spring 2012 |
|  | BUS 518 - Managerial Research Methods | $570 |  |  Sum 2012 |
|  | ECON 525 - Managerial Economics | $570 |  |  Sum 2012 |
|  | FIN 541 - Managerial Finance | $570 |  |  Fall 2012 |
|  | IS 500 - Management Information Systems | $570 |  |  Fall 2012 |
|  | MGT 501 - Operations Management and Quant. Analysis | $570 |  |  Spring 2013 |
|  | MGT 513 - Organizational Behavior | $570 |  |  Spring 2013 |
|  | MKT 517 - Marketing Management | $570 |  |  Sum 2013 |
|  | ACCT 551 - Managerial Accounting | $570 |  |  Sum 2013 |

**Program Details:**

Coursework is to be completed through [**Eastern New Mexico University**](http://business.enmu.edu/mba/online) online. ENMU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The program is also accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

**Professional Development Plan Expectations:**

* Grades of B or better
* Personal and professional growth in the areas of: Compensation, Information Systems, Organizational Development, Research and Policy, Strategic Human Resources Management

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_