

SAMPLE

FMCA Professional Development Plan

1. Self-Assessment
2. Goals
3. Strategies
4. Resources
5. Timeline
6. Professional Accomplishments Summary (Past 6-12 months)

Professional Development Plan example:

Self-assessment

Currently a Communications Specialist but would like to move into a Communications Manager role.
Currently have good interpersonal and technological savviness.
Need to improve my time-management skills and leadership skills.

Goals

Apply for and earn the certificate of excellence designation for my governmental entity.
Increase my salary by 5%.
Earn a promotion to be a Communications Manager.

Strategies

Find a management mentor.
Accept increased responsibilities in my current job.
Complete a communications management seminar.
Complete at least two leadership books.
Learn specific coaching techniques.

Resources

FMCA webinars.
The Florida League of Cities University on-demand library.
Videos on different communications management strategies.

Timeline

In one month: Ask to lead the team for a small project.
In two months: Secure a mentor.
In three months: Enroll in communications management seminar.
In one to two years: Ask for promotion.