My Development Action Plan

# Directions

Use the questions below and the action plan on the following page to map out your professional development plan. This tool is meant to provide you with structure and guidance for identifying and tracking professional development goals and activities. While using this resource, we encourage you to connect with your leader and identify resources Fairview has to offer.

## Questions to consider as you build your development action plan

**Reflect on Development and Identify Development Goals**

Identify what you want to develop.

**Ask yourself:** What skills, knowledge, or behaviors do you want to enhance? What are your professional goals? What is important to you?

**Connect Your Development to Purpose**

Reflect on why you want to develop.

**Ask yourself:** How will my development benefit me, my team, the organization, and ultimately our patients and customers? Why do you want to focus on this skill, knowledge, and/or behavior?

**Identify Actions**

Start to identify actions or steps you want to take to meet your goals.

**Ask yourself:** What specific actions do I need to take to achieve my goals? How can I enhance my skills, knowledge, and behaviors?

**Connect with Your Leader**

Meet with your leader and discuss your development and get their input and feedback.

**Ask your leader:** What resources and tools can you point me to that will help me achieve my goals?

**Track and Measure Your Progress**

Decide how often you will check-in with your leader and what you will measure.

**Ask yourself:** What does success look like? What is my timeframe for achieving this goal?

**Need Examples of Development?**

If you would like to see specific example development opportunities based on your function and read more about the 70/20/10 model, review the following: [Handout – Example Development Opportunities](http://www.odandl.org/content/resources/Webinars/Handout%20-%20Example%20Development%20Opportunities.pdf).

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| --- | --- | --- | --- |
| **Name:**  |  | **Leader**: |  |
| **Title:**  |  | **Date:**  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Approach**  | **Development Goal** | **Purpose** | **Actions to Take** | **Resources**  | **Support** | **Timeframe** |
| **70/20/10 model** | Where do you want to get better? What knowledge, skills, or behaviors do you want to enhance? | Why do you want to develop? How does this benefit to you, your team, the organization, and patients? | What actions do you need to take to achieve your goal? | What resources do you need to be successful? | What support do you need and who will provide you guidance? | What is the timeframe for achieving your goal? |
| **70% Experiential Learning** |  |  |  |  |  |  |
| **20%** **Social Learning** |  |  |  |  |  |  |
| **10%** **Formal Learning** |  |  |  |  |  |  |