# Personnel Development Plan

The professional development plan is the process of creating, initiating, and completing an action plan based on a goal determined and agreed upon by a library staff member and their immediate supervisor within the context of career, continued education, and professional expansion or improvement.

|  |  |
| --- | --- |
| Start Date |  |
| Staff/Title |  |
| Supervisor/Title |  |
| End Date |  |
| Supervisor’s Notes: |

## Introduction:

## Goal:

## Training and Tools Needed:

*Provide a complete list of what training is needed. This can be in the form of scheduled periodic meetings, continued education opportunities, insight and/or knowledge from other staff members, etc.*