# **ADMINISTRATIVE EMPLOYEES (Management Group)**

# Annual Professional Development Plan Template

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| Professional Development Plan  *(all submissions must be typed)* | Name: |  |
| **Position:** |  |
| **PD Plan Timeframe:** |  |
| RECENT PD ACTIVITIES | | |
| (within last 3 years): | | |
| PROFESSIONAL DEVELOPMENT PLAN | | |
| (goals & objectives): | | |
| ALIGNMENT WITH DIVISION OBJECTIVES AND STRATEGIC DIRECTIONS | | |
| (indicate how PD plan aligns with division objectives): | | |
| SIGNATURES | | |

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| ***Applicant’s Signature*** | ***Date*** | ***Supervisor’s Signature*** | ***Date*** |