# **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*** |