



ANNUAL PROFESSIONAL DEVELOPMENT PLAN & REPORT

Purpose: The purpose of a professional development plan is to enhance expertise.

Name _____

Area of Specialization/Research _____

Time Period Covered by the Plan _____

PAST YEAR

Activities that you have attended in the past year at FINANCE THINK and other places (conferences, workshops, training etc). Documentation of attendance must be attached.

Name of Conference / Workshop / Seminar	Date of Attendance	Documentation Attached

Publications in the past year (papers, studies, briefs etc). Documentation of attendance must be attached.

Title of the publication	Publisher	Date when published

Continuing Education (if any):



Membership & Participation in Professional Organizations (documentation of membership must be attached including membership card or official letter of membership):

Research / teaching / consultancy work elsewhere (outside FT):



THE YEAR AHEAD

Professional Growth Activities, in your subject area, to be completed this year. Any conference, workshop or training that you plan to attend over ____ year. Documentation of this must be attached upon completion of the activity.

Proposed Date	Planned Professional Growth Activity	Documentation Attached	Financial or other support from FT requested

Planned Membership & Participation in Professional Organizations

Is financial or other support from FT needed?

Signature _____ Date _____ Signature(Supervisor) _____ Date _____