



Creating a Professional Learning Plan

Where am I?

Taking stock in where you stand in your career is a good first step in becoming more intentional about your professional development. What are your strengths and what areas do you need to strengthen? What new things did you learn in the past year? What does your current role require of you? What do you currently contribute to your organization, the field?

Where do I want to be in a year?

Looking forward, what is the next year going to bring for you? What challenges do you face in your job or at your organization? What skills and knowledge do you need to do your job more effectively? Will an upcoming project push you in new direction? What does your organization and the field demand? When you look back at this year, what do you want to have achieved?

How will I get there?

Once you have identified what skills you want to strengthen or new areas you want to explore, how will you do this? What formal and informal methods will you employ? Some possibilities include reading, attending events – in person or virtually, conferences, volunteering with a professional association as well as observing someone who already has the skills you want.

How will I know I have accomplished my goals?

Are your goals “SMART”? –S: Specific, M: Measurable, A: Achievable, R: Related, T: Time Specific. How will you track your progress? How will you assess how far you have come in your skill and knowledge development?

Taking Stock: Where am I now?	
Question	Thoughts
What are your strengths?	
What areas do you need to strengthen?	
What have you learned in the past few years of your career?	
What does your current role require of you?	
What do you currently contribute to your organization, the field?	

Where do I want to be in a year?	
Question	Thoughts
Looking forward, what is the next year going to bring for you?	
What opportunities do you have at your organization?	
What challenges do you face at your organization?	
What skills and knowledge do you need to do your job more effectively?	
Will an upcoming project push you in new direction?	
What does the field demand from a successful conservation professional?	
When you look back at this year, what do you want to have achieved?	

Draft Professional Learning Goals What do I need to learn this year?	Methods/Strategies/Tasks How will I achieve this?	Assessing Progress How will I know I have accomplished my goals? How will I track my progress?
1.		
2.		
3.		

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