**Professional Development Learning Plan**

|  |  |
| --- | --- |
| Name:  | Date:  |
| **Step 1: Assessment of Current Professional Knowledge and Skills**  |
| Strengths:  | Development Areas: |
| **Step 2: Objectives*****What would you like to achieve or improve on professionally this year?*** |
|  |
| **Step 3: Action Plan to Achieve Objectives** |
| # |  Potential Activities to Help Achieve Objectives | Support Required (time, tools, training, access to subject matter expert, etc.) | Completion Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| **Step 4: Professional Development Opportunities Achieved*****Opportunities include courses, webinars, conferences, volunteer work, etc. Update opportunities throughout the year.*** |
| Professional Development Opportunities Achieved *(include links/info about opportunity for quick entry to Member Service Center)* | PDHs | Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL**  |  |  |
| **Step 5: Professional Development Assessment*****Before year end, complete an assessment of your action plan and professional development opportunities and evaluate if you have met your objectives. If no, ensure objectives are carried over to following year, if the objective is still relevant.*** |
| Notes: |

\*PDHs = Professional Development Hours (PDHs). Regular full-time members of CIPHI are required to achieve 30 PDHs.

 PDHs achieved through professional practice. For details visit: [ciphi.ca – Info Centre – CPC Program](http://www.ciphi.ca/info-centre/continuing-professional-competencies-cpc-program/)