

Name: <i>Your Average Professional</i>	Title/Position/Role: <i>Training Specialist</i>
Date Developed: <i>3/30/2013</i>	

Part 1 – Where Am I Now?

Greatest Strengths

Skill	Specific Behavior(s)
<i>Designing Training</i>	<ul style="list-style-type: none"> • <i>Applying adult learning principles</i> • <i>Writing learning objectives</i>
<i>Evaluating Training</i>	<ul style="list-style-type: none"> • <i>Assessing instructor-led training at two levels</i> • <i>Leading focus groups to collect qualitative data</i>

Opportunities for Development

Skill	Specific Behavior(s)
<i>Data Analytics</i>	<ul style="list-style-type: none"> • <i>Using analytics to make informed decisions</i> • <i>Refresh knowledge and skills in statistics</i>
<i>Building Coalitions</i>	<ul style="list-style-type: none"> • <i>Connecting learning leaders in external organizations to achieve enterprise-wide initiatives</i>

Part 2 – Where Do I Want to Be?

Short-term professional development goals (1-2 years)

To become a strategic expert and trusted advisor in learning and development across the enterprise

Make learning predictions to anticipate trends for the next calendar year to create a more accurate training budget

Build lasting professional relationships within my industry and in other industries

Long-term professional development goals (3-5 years)

Become a Chief Learning Officer

Be recognized as a thought-leader in the learning and development industry

Part 3 – How Will I Get There?

Professional Action Plan

Skill to Develop/Enhance: *Evaluation and Analytics*

Specific Behavior(s):

- *Assessing instructor-led training at two levels*
- *Leading focus groups to collect qualitative data*
- *Using analytics to make informed decisions*
- *Refresh knowledge and skills in statistics*

Desired Change: *Improved ability to contribute to budget development using big data and statistical analysis*

Benefits: *Better decisions that are based on real data versus anecdotal data; Become more credible*

Developmental Activity & Timeframe	Potential Barriers	Involvement of Others	Investment
<i>Lead a training evaluation project team, 5/2013 - 8/2013</i>	<i>Time, money, lack of official position power</i>	<i>Support from upper management</i>	<i>\$0</i>
<i>Attend training—Statistics: Making Sense of Data by the University of Toronto (Coursera), 11/2013</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Attend webinar—Aligning Outcomes on 3 Levels: Program, Course, Lesson, 8/7/13</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>

<i>Attend webinar—Learning Metrics: Speaking the Language of Business, 6/24/13</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Attend webinar—Big Data in HR: Building a Competitive Talent Analytics Function- The Four Stages of Maturity, 5/10/13</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Read book—Government Analytics for Dummies, 10/2013</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>

Concerning

LEARNING

Professional Action Plan			
Skill to Develop/Enhance:		<i>Leadership, Building Coalitions, Influencing, Strategic Planning, Communication</i>	
Specific Behavior(s):		<ul style="list-style-type: none"> • <i>Networking with others</i> • <i>Explaining my position</i> • <i>Seeking input from others</i> • <i>Finding common points of interest</i> 	
Desired Change: <i>To be recognized as a thought leader and make valuable contributions to the learning and development community</i>		Benefits: <i>1) Increased visibility and influence in the industry; 2) Stay ahead of trends; 3) Better position to mentor other industry professionals</i>	
Developmental Activity & Timeframe	Potential Barriers	Involvement of Others	Investment
<i>Speak at Technical Conference—Bowie State University Spring Symposium, 5/12/13</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Present at Technical Meeting—Facilitate ISPI-Potomac Chapter March Dinner Program (The Power of Mentoring), 7/9/13</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Write technical papers—Write for the Association for Talent Development Blog</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>

<i>Series (Keep Learning Even with Tight Budgets), 7/2013 - 9/2013)</i>			
<i>Write technical papers—Article for TD Magazine, 10/30/13</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Write technical papers—Article for ATD Public Manager, 3/2014</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Attend and volunteer at least one networking event per quarter</i>	<i>Time to fit the course into busy schedule, Money</i>	<i>None</i>	<i>\$60 25 as a volunteer</i>
<i>Serve as a Mentor in the ATD Mentoring program, 6/2013 - 12/2013</i>	<i>Time to fit the course into busy schedule</i>	<i>None</i>	<i>\$0</i>
<i>Renew ATD local chapter membership, 11/27/13</i>	<i>Time to fit the course into busy schedule, Money</i>	<i>None</i>	<i>\$99</i>

Part 4 – How Will I Know I’m Moving?

Developmental Activity & Date Completed	Actual Cost	Actual Outcome	How am I applying the learning?	Lessons Learned
<i>Attend webinar—Big Data in HR: Building a Competitive Talent Analytics Function-The Four Stages of Maturity, 5/10/13</i>	\$0	<i>Able to communicate better with other HR functions and align with learning office</i>	<i>Developed a more comprehensive budget</i>	<i>I still need to learn more about this; find an expert in the financial mgmt. office to help me</i>
<i>Speak at Technical Conference—Bowie State University Spring Symposium, 5/12/13</i>	\$0	<i>Received great feedback from participants; They remained engaged and were inspired to take action</i>	<i>Building a business relationship with the program advisor of the Human Resource Development Department; Made strategic connections with others in industry</i>	<i>Have more handouts and business cards</i>