**PROFESSIONAL DEVELOPMENT PLAN: SUMMARY**

There are many paths that lead towards continuous professional development through lifelong learning. All commonly require deliberate and informed thought and planning. Throughout your career, the identification of short term and longer-term goals and objectives can serve as a roadmap for personal and professional success.

As you complete this and future courses within this MHA program, you will have the opportunity to continuously evaluate and identify professional and academic priorities, goals and objectives. Professional and academic goals and objectives are commonly described through the completion of a Professional Development Plan (PDP). The knowledge that is obtained in this and future weeks can promote the beginning of this journey.

Review the template that is provided. Begin to incorporate the information identified within the template as each week of this course is completed. A completed PDP will be required for the **Week 5** Assignment that will be due by Day 7 of Week 5

Integrate information from each week as follows:

**Week 1**: Describe your goals associated with completion of this MHA program.

**Week 2**: Identify resources that can enable professional development. These resources may include professional organizations and coaching and/or mentoring opportunities.

**Week 3**: Identify strengths and opportunities for growth or continuous improvement that may be suggested through completion of the HumanMetrics assessment and the ACHE Healthcare Executive Competencies Assessment Tool. Consider how strengths can be leveraged to achieve your goals. Also evaluate whether opportunities for improvement can be integrated as a professional or academic goal. When considering opportunities for improvement ask how the resources identified in **Week 2** can assist in achieving desired improvements. As you complete your community assessment, also consider how goals and objectives may help you pursue employment in the organizations identified as a “best fit” for you based upon your strengths and leadership style.

**Week 4:** Identify your priorities for work – life balance. Ask whether a goal or objective related to the achievement of your own work-life balance would be useful.

**Week 5**: In this week you will complete and submit your PDP. Integrate the knowledge and insights that you have gained throughout this course. Also consider the information gained in this week.

You may submit this plan in a 2-3-page word document or submit the template that is provided. Remember to include timelines and benchmarks or measures of success with each goal and for each related action. This can provide a means for evaluation and celebration of short-term and long-term achievements. If you choose to submit your plan in narrative word document format, include the categories that are identified within the template that is provided.

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**PROFESSIONAL DEVELOPMENT PLAN TEMPLATE CONTENT**

**Name: Date:**

**Personal priorities:**

**Professional and Academic priorities:**

**ACHE Competency Assessment:** (Identify overall rating)

1. Communications and Relationship Management:
2. Leadership
3. Professionalism
4. Knowledge of the Healthcare Environment
5. Business Skills and Knowledge

**Challenges (Identify 2-3):** Examples could be integration of health care services issues identified in Week 1, personal/professional development challenges such as those identified in Week 3, work-life balance issues (Week 4) or anticipated communication challenges (Week 5).

**Personal/Professional Opportunities for Improvement:** Examples may include integration of the HumanMetrics and Competency assessments completed in Week 3.

**Personal and Professional Strengths**: Examples may include strengths identified from the Week 3 competency and HumanMetrics assessments, communications skills (Week 5) and/or leadership style.

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**Professional / Academic Goals (Identify at least 3 using a SMART format):**

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| **Goal**  (use SMART format with completion date and measures) | **Actions (to achieve each goal)**  (include timelines and measures of success or benchmarks) | **Resources**  (Identify strengths or other resources that can be leveraged) |
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