

## WISCONSIN CERTIFIED PUBLIC MANAGER® PROGRAM

### *Professional Development Plan*

As part of the Wisconsin Certified Public Manager Program, you are required to prepare a professional development plan (PDP) to help you reflect on and achieve your career goals. In the Management Assessment class and other CPM courses, you had the opportunity to identify your strengths and areas for development in a variety of leadership and management competencies. Use this information, as well information as from other contexts and experiences, to develop a plan for your long-range professional objectives.

Your PDP doesn't have to be long, but it should be thoughtful. Please address *each* of the following three areas:

1. Identify **one or more long-range career goals**. Be sure to specify how you are defining long-range (e.g., 3 years, 5 years, 10 years, etc.) Your goal may be related to a specific position (i.e., department head, bureau director, etc.) or an achievement (e.g., obtain a Project Management Professional certification).
2. A) Identify **your strengths and development needs** (i.e., what skills/competencies do you already have; which do you need to develop?). You can do this as a list or table.  
B) Specify which of these skills/competencies (strengths and areas for development) you will need to achieve your long-range goal(s).
3. Create a professional development plan to both build the knowledge and skills you already have (strengths) and develop each of the gaps (areas for development) from 2B above. Include the following in your plan:
  - **Strategies** you will use (e.g., enroll in classes, participate in organizational programs, seek a mentor, attend professional events, etc.). Be as specific as possible (e.g., enroll in LMOWS budgeting class, attend Wisconsin Municipal Clerks Association conference etc.).
  - **Timeline** to complete each of the strategies (e.g., you might identify August 2020 to attend the Wisconsin Municipal Clerks Association conference). You might have multiples dates if the strategy is complex.
  - **Evaluation criteria**, an important part of your PDP. Identify the evidence you will use to assess how well the strategy is working. In other words, determine how you will know you know more and can do more as a result of completing the strategy. This must be more than simply "attending" or "participating." For example, if I took a class to improve my time management skills, one indicator I might use to determine if I gained new skills is that I miss fewer deadlines each week. So, my indicator is a decrease in the percentage of deadlines I miss each week.

Please upload your Professional Development Plan to Canvas no later than **January 19, 2020**. Contact Chrys Mursky via email at [chrystyna.mursky@wisc.edu](mailto:chrystyna.mursky@wisc.edu) or by phone at 608-262-3830 with questions about content. Contact Sunshine Jansen via email at [sunshine.jansen@wisc.edu](mailto:sunshine.jansen@wisc.edu) or by phone at 608-262-4354 with questions about Canvas.

(over)

Sample Professional Development Plan Template

Skill/Competency Strength to Build On	Skills/Competency Area to Develop	Strategy	Timeline	Evaluation Criteria