



Option 1: Preparing Your Professional Development Goal

Adapted from MIT Leader to Leader 360 Survey

1. **Identify your strengths.** What are a few of your core strengths?

2. **Identify areas for development.**

Where does feedback over the past year suggest you have some opportunities for improvement?

What opportunities do you see in your area/department, or elsewhere at MIT, that you'd like to contribute to in new ways?

3. **Prioritize your strengths and development needs.**

- a. Which strengths are most important in contributing to your ongoing success in your role?

- b. Which development need will be most critical in your current and/or future role?

- c. How motivated are you to develop in these areas?

4. **Craft a professional development goal.** Effective development goals are those that are important to you and those to which you can commit to accomplishing.

5. What type of learning opportunities or activities would you like to participate in as part of your development plan, beyond conferences and classrooms?



Option 2: Preparing Your Professional Development Goal

Think about the answers to the following questions as you prepare to identify your professional development goal.

1. What types of tasks or activities motivate you to do your best work?

2. What skills, talent, or knowledge do you possess that could be used more fully?

3. What are two ways you have contributed to your area/department?

4. What is happening in your area/department that could provide you with a developmental opportunity?

5. What types of tasks or activities would you like to do in the next six months?

Based on the answers to these questions, and what you know about other development needs, and what is happening in your area/department, **what is your professional development goal?**

What type of learning opportunities or activities would you like to participate in as part of your development plan, beyond conferences and classrooms?



Option 3: Learning and Development Plan

Development Plan Areas	Ideas	Next Steps
Skills/Knowledge to Leverage <i>What are some ways in which I can apply my current strengths in my current role or a new position?</i>		
Skills/Knowledge to Develop <i>What new skills or knowledge do I need to acquire?</i>		
Assignments and Projects <i>What work experiences or stretch assignments will help me develop?</i>		
Courses and Seminars <i>What formal education or training opportunities might I pursue?</i>		
Learning with Others <i>From whom might I learn new skills and acquire knowledge? With whom would I like to collaborate with?</i>		
Research <i>How might I use online learning and knowledge acquisition for development purposes?</i>		
Future Roles <i>What other roles in my Department or at MIT might I consider?</i>		
Network <i>What relationships can I build and nurture in order to meet my development goals?</i>		
Other		

Based on your responses to these questions, **what is your professional development goal?**



Option 4: Think SMART – Write Smart Goals!

SMART goals can improve your chance of working more effectively with successful outcomes.

SMART goals are...

Specific

- What exactly would you like to accomplish?
- What is your desired outcome?

Measurable

- How will you measure progress?
- How will you know when you have successfully reached your goal?

Achievable

- Do you have the ability and motivation to successfully accomplish this goal?
- Is the goal achievable given needed resources and support?

Relevant

- Does the goal support your work and reflect your priorities as well as those of your department/group?
- Why is this important to you at this time?

Timely

- What is the time frame for achieving the goal?
- Is the time frame realistic?

Write a professional development goal you might want to propose during your Performance and Development review.

What type of learning opportunities or activities would you like to participate in as part of your development plan, beyond conferences and classrooms?
