

## What is a professional development ?

Professional development means working to get better at your job. This involves setting goals and taking actions to learn new things or improve what you already know. It's like leveling up in your career.

You can develop in different areas, like learning more about your job, becoming a better leader, or getting more organized. When you decide to develop professionally, you figure out what you want to achieve and how to do it.








## Why should you do professional development?

,It makes you an expert and helps others trust you. Plus, it boosts your confidence and makes your work easier.



# How can you do professional development?

Here's how to start:

-  1. Figure out your career goals: Think about where you want to be in the future, like your dream job or what you want to do.
-  2. Know what you're good at: Understand what you already know and do well that relates to your goals.
-  3. Find out what you need to learn: Identify what you need to improve to reach your goals, like new skills or knowledge.
-  4. Plan your actions: Decide what steps you'll take to learn and grow. This could be training, doing new tasks at work, or getting feedback from others.
-  5. Put your plan into action: Start doing the things you planned, and keep an eye on your progress.
-  6. Check how you're doing: Review what's working and what's not. Ask for feedback, and adjust your plan if needed.
-  7. Stay open to opportunities: Keep looking for chances to learn and grow, and make sure your plan matches your goals.



To help you along the way, you can:

- Be active in meetings at work.
- Find someone experienced to guide you.
- Connect with colleagues on LinkedIn.
- Explore training options at your company or elsewhere.



Remember, start with small goals to stay motivated. When you achieve them, give yourself a pat on the back! Your professional development will take time, but it'll get you closer to your dream job.

**To track your professional development you can do use the following table:**

	Goal 1 	Goal 2 	Goal 3 
Activity(ies) or training (s)			
Date by which activities or training should be completed			
Results and impacts of activity(ies)/training(s)			
Other activity(ies) or training(s) planned			



Set your goals!