

## Professional Development Plan

### Questions to get you started

1. What are the key skills required to succeed in your new role?
2. Which of these key skills do you already possess?
3. What new skills will you need to learn to perform efficiently in this job?
4. What else can you learn from this particular experience that you may not be able to in another location?
5. How do you plan to tailor this experience such that it contributes towards your personal career objective in the long term?
6. What other steps can you take to build your international IQ and supplement your professional development?
7. How can you intentionally use and build on the skills you are learning while abroad?
8. After completing questions 1-7, reflect on how these might improve your employability internationally or at home.

### Goal setting

Based on the answers to the questions above, identify one specific long-term and two short-term goals:

<b>Long-term goal</b>
1.
<b>Short-term goals</b>
1.
2.

## Goal Breakdown

The next step is to break down your goals into a set of specific tasks or activities that are achievable within the time frame of your experience.

	<b>Goal:</b> <i>Skills to be gained or tasks to be completed</i>	<b>How:</b> <i>Steps or strategies needed to achieve this</i>	<b>Evaluate:</b> <i>How and when will I measure my progress?</i>	<b>Outcome:</b> <i>How will I know the task has been accomplished?</i>	<b>Target date:</b> <i>Specific date to be completed by</i>
Ex.	Gain a strong understanding of the difference between European and North American regulatory requirements for the pharmaceutical industry	Discussion with colleagues. Complete research using online resources. Prepare a PowerPoint presentation on the topic.	May – Understand European requirements June/July – Understand North American requirements August – Complete a comparison chart	Capable of confidently presenting and discussing the differences between North American and European regulations to colleagues	August 31, 20xx
1.					
2.					
3.					
4.					