

Member Professional Development Plan

At the beginning of each year members should work out a PD plan in which learning and development needs have been identified and ways of meeting these needs considered. Such a plan is intended to be a guideline and not followed slavishly as new learning needs may develop during the year according to the type of assignment or changes in the business environment. The format of a PD Plan is provided below.

Members' Name: _____

Period

from: _____ to _____

Learning Need	How is Need Met	Resources Needed	How Can Learning be Applied	Target for Completion

Signed:

Date: