

I'm not a bot



Professional training examples

Professional development refers to the continuous process of improving upon your professional knowledge and skills throughout your career. It can include any activities that might improve your productivity and ability to do your job, or soft skills like leadership and communication in the workplace. Professional development activities can include both formal learning (e.g. gaining certifications) and informal learning (e.g. reading industry books). Professional development is seen as important because we need to continuously adapt to the evolving demands of our jobs, particularly in the context of new research or technologies. Editor's Note: If you're looking statements of your professional development goals, scroll past the examples, as I've listed ten sample "I will..." statements that you can use as stimulus for writing your own goals for your performance review in your workplace. Professional development encompasses a wide range of activities designed to enhance an individual's skills, knowledge, and effectiveness in their chosen profession. The concept is succinctly defined by the Organization for Economic Cooperation and Development (OECD) as: "...actions that (1) improve an individual's knowledge, skills, and/or competencies, (2) are acquired by such individuals - teachers, principals or other education personnel - to support better professional practice, and (3) are expected to have an impact on positive educational outcomes." (OECD, 2019). We generally engage in professional development in order to adapt to technological advancements, achieve career progression, and enhance our job performance. Leadership Training Course: This refers to engaging in activities that enhance your ability to manage, guide, motivate, and support your team. Leadership training typically involves training in positive communication skills, inclusivity, and mentorship. A leadership training course might be useful for someone in management roles or those aspiring to move into such positions. Project Management Training: One example of this is getting your Project Management Professional (PMP) certification. These sorts of certifications help people to learn to manage large and complex projects - with multiple people along the way - from inception to completion. Skills that you could develop in this sort of training include planning abilities, risk management skills, quality control (especially important as you scale the project), and team coordination. Certification Courses: Certifications are often embraced by workplaces because there's a recognized accreditation at the end of the PD. It will involve a structured learning program, potentially offered by a local university or community college, that results in an additional formal qualification that will be useful for your job role. Certifications are especially valuable in highly-regulated fields and unionized fields, where your additional certifications may also be tied to pay rises. Advanced Degree Pursuit: Perhaps the most ambitious version of professional development is to go back to college (perhaps online or at night school) in order to get an advanced degree such as a Masters or PhD. This may also be a research-based component where you can engage in action research that seeks to break new ground on research directly related to your job role, making you a world expert in your topic. Mentorship Programs: Seeking out mentorship can be one of the best ways to advance in your skills and abilities. A mentorship program allows for learning from experienced and senior professionals within your career area. It can provide you with the tacit knowledge and skills that are hard to obtain from a formal course. Additionally, mentors can provide valuable wisdom, guidance (often helping you to avoid mistakes they made), and networking possibilities. Conferences and Seminars: Conferences can be very expensive, but they're also often the spaces where you learn the tips, insights, and tricks of the most cutting-edge people in your field, that can dramatically improve your skills and abilities. In my experience, it's the conversations in the hallways that are most valuable about conferences more than anything else. Moreover, you could put your hand up to present at these events, which opens up even more networking opportunities. Workshops: Workshops provide hands-on learning experiences and are more focused on practical skills than conferences and webinars. The benefit of a workshop is often that it has a very clear goal or skillset that's being worked on, and they often facilitate active learning opportunities (where you "learn through doing"). Webinars: Webinars are online seminars that have become increasingly popular since the move to online work and learning. Their great benefit is anyone can access this PD no matter where they are in the world. This makes them great for people who work in rural and remote areas. Attending webinars can showcase a proactive approach to learning and staying updated with industry trends. Professional Networking: Networking involves intentionally reaching out to other professionals in the field to start sharing ideas and knowledge. I've been surprised in my time at the number of colleagues in other institutions who reach out via email to me and simply ask to chat, hoping that it would lead to collaborations, partnerships, and mutually beneficial opportunities. The more you do this, the more doors will open for you in the future. Mastermind Groups: Mastermind groups are usually small, trusting groups of professionals who want to share ideas and brainstorm on a regular basis in non-judgmental spaces. It involves meeting with like-minded professionals to discuss challenges, successes, and strategies. They offer a collaborative environment for problem-solving and creative thinking. Reading Industry Publications: Keeping up with the latest news, trends, and research in your field can be extremely beneficial. This is a simple, low-risk PD idea, that you can implement right away - get a subscription to an industry magazine (it's a good one if you need last-minute evidence that you're interested in PD before your performance review!). Shadowing: Shadowing involves observing another professional in your field in order to obtain new insights into how to go about your job. It can be surprising the amount of small tips and tricks you can obtain by simply following someone through a process that you do regularly, to see how they have different shortcuts and methods that you hadn't thought about. Conducting Research: Spending time to conduct research on open databases like Google Scholar can lead to a deeper understanding of topics in your field, reveal flaws on your own practices, and open your eyes to differing approaches. Learning New Software: With the constant development of new technologies, and especially with the rapid rise of AI tech, employees need time to sit down and work with (dare I say, play with) new software that could be implemented into our workflows to improve quality or speed up processes. Joining Professional Organizations: Professional organizations - ideally ones that are 'official' and recognized as the peak bodies - can provide you with access to resources, networking events, and advancement opportunities that are exclusive to members. Public Speaking and Presentation Skills Training: Sometimes, putting your hand up to participate in a public speaking event or to give a presentation may help you to achieve professional development. In these contexts, you'll want to select something to research or focus on, then develop the depth of knowledge that you'll be able to present interesting facts, data, and insights to others. This can also help to position you as a thought leader. Volunteering in Your Field: Volunteering opportunities can give you new experiences and new insights that help you develop soft skills like empathy, while developing a deeper understanding of other people's lived experiences. For example, a CEO who volunteers to help low-level staff in need can suddenly get insights into the day-to-day struggles his staff experience. Cross-Training: Working in a different department or roles within your organization can broaden your understanding and give you new skills, while also benefitting the organization because cross-collaboration often leads to better understanding and eventually smoother interactions during cross-departmental projects. Internships: If you are early in your career or changing fields, internships can provide valuable on-the-job training. I often encourage my students to participate in internships because this gives them a huge leg-up when going for new jobs - not only can you develop practical skills, but you can demonstrate your initiative beyond other students who don't bother to do internships during college. Cultural Competency Training: This is becoming increasingly important in global businesses and diverse work environments. In fact, most large workplaces now mandate this sort of training, which many of us will know by another name - diversity and inclusion training. Career Coaching: Getting a career coach was something that was really useful for me. Mine was specifically a business coach, who helped me through not only the regular bottlenecks in business, but also the mindset issues faced in my role as a business owner. Podcasts: I had to include this one because I do this every single day, and it's my own informal PD that has kept me abreast of the latest trends in my industry. I go for a 45-minute walk, put on a podcast, and listen to what the movers and shakers are doing in the industry. Case studies, insights, and tips-and-tricks work to inspire me and keep me motivated, all while I'm getting some exercise! In your workplace self-performance review, you'll often be required to state what your goals are for professional development. Here are some "I will..." statements that you can use for inspiration: "I will obtain a project management professional (PMP) certification to improve project execution skills." "I will attend a leadership development seminar to enhance team management capabilities." "I will enroll in a public speaking course to boost presentation and communication skills." "I will complete a master's degree in my specialized field to deepen my professional expertise." "I will participate in a mentorship program to learn from industry veterans and develop my professional network." "I will attend at least three industry conferences or seminars this year to stay updated with the latest trends and innovations." "I will enroll in a workshop on the latest software relevant to my profession to increase my efficiency at work." "I will join a professional organization related to my field to access additional resources and networking opportunities." "I will participate in a mastermind group to improve my problem-solving skills and gain different perspectives on industry challenges." "I will learn a new language to enhance my communication skills in our increasingly global business environment." Professional Development plays a pivotal role in both personal career growth and the overall success of an organization. First and foremost for you, the employee, professional development will help you to be more productive, become more of an expert in the field, and therefore hopefully command a higher wage and better job positions long-term. But, for your employer, it is also the engine that drives the evolution of industries by keeping the workforce updated, innovative, and effective. One of the primary benefits of professional development is the enhancement of skills and knowledge that leads to improved job performance and retention. For example, Lorman argues that employee retention improves 30%-50% when an organization has successful professional learning programs. Moreover, professional development opportunities can boost employee satisfaction and retention. According to LinkedIn's 2018 Workforce Learning Report, 94% of employees would stay at a company longer if it invested in their career development (LinkedIn, 2018). Professional development is therefore a win-win for individuals and organizations alike. It empowers employees to reach their full potential while simultaneously enhancing the productivity and profitability of the organization. The above ideas for professional development and learning can hopefully give you an insight into ways you can develop your professional skills, freshen up your skills on your resume, and put you in a great position for a raise or internal promotion. Ideally, select PD opportunities that will give you some tangible workforce skills that you can apply immediately, and, a recognized accreditation that you can carry with you for the rest of your career. One of the evaluation criteria listed in the Agreement between SUNY and United University Professors Inc "Continuing Growth." Examples of continuing growth include such things as continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance, and increased duties and responsibilities. The supervisor and employee negotiate the employee's level of involvement in professional development. Each employee should have at least one activity listed in his/her performance program. Professional development may be geared toward improving an area "in need of improvement" from a previous evaluation or related to an employee's new responsibilities or future career goals. Examples of activities that contribute to professional growth and development: Continuing Education Enrollment in formal degree programs, courses, or workshops Pursuing certificates, accreditations or other credentials through educational programs Participation in professional organizations Attending local, regional, national, and international meetings, conferences, and workshops sponsored by professional organizations Presenting papers at conferences and workshops Serving as an officer, board member, or committee member Coordinating events sponsored by the organization Research Conducting research in your field Presenting findings of research to others Improve job performance Keeping up with technology systems, processes Learning about new developments in your field Improving existing skills Increased duties and responsibilities Taking on new challenges in current position, project, long or short-term assignments Approaches to professional development: Skill Based Training Effective skill-based training allows participants to learn conceptual information or necessary behaviors, practice learning the new information or behaviors, and receive feedback on their performance. Making the most of a training program: Have a discussion with supervisor regarding reasons for attending, what you hope to get out of it, Post-conference - debrief the experience. Discuss what you have learned at the training session and how you might immediately apply it to your work. Practice skills that you learned, Job Assignments Learning by doing - by working on real problems and dilemmas May be an entirely new job, a responsibility added to an existing job such as a short-term project The key element in a developmental assignment is challenge, something that stretches people, pushes them out of their comfort zones, and requires them to think and act differently. Supportive tend to think only of monetary support, but what are the environmental support mechanisms. Who will provide guidance, feedback, and assistance as the individual tries out new skills, or takes on responsibilities that are beyond the scope of their current skill level? Is there a tolerance for risk taking and some failure? In an era where key skills are and competencies rise and fall out of relevance at a faster rate than ever before, professional development has become a key aspect of every organizational strategy. Whether an employee is in a leadership role or a direct report, resting on their laurels and not growing is a career death-sentence. That is why in this article, we put together some of the most useful professional development goal examples you can use in your employee development, or performance development plans. Whether you are creating performance improvement plans after a yearly evaluation, looking for simple tips to grow your personal career, or looking for a pdp example for underperforming employees, the professional development goals in this list are everything you need to help yourself or your team take that very next step in their careers.Let's discover the importance and cornerstones of what professional development goals are, take a look at 20 professional development goal examples and get you equipped to set your own!This article also offers Professional Development Goal Generator as well as a professional development plan example to make sure you are ready for any and every talent development conversation in the workplace.Quick Note: We have very recently elaborated further on a similar topic right here: Best Employee Development Ideas for 2025Generate Professional Development Goals with AIFirst and foremost, this article includes some of the best professional employee development goal examples you can find for all career growth avenues, we have simplified the process for you further with this professional development goal generator. This free development goal generator can generate up to 168 unique sample employee development goals for up to 56 different cases.Select Your Development Goal Type: Skill-Based, Role-Based, Leadership, Soft SkillsSelect Time Horizon: Short-Term or Long-TermChoose Department: Marketing, Sales HR, Product, IP, Operations, Customer SupportGenerate Development Goal ExamplesWhat Are Professional Development Goals?Professional development goals are specific objectives that guide an employee's career growth and skill enhancement. They represent a strategic approach to advancing one's professional journey. Professional development goals achieve this purpose by focusing on acquiring new competenciesRefining existing skillsPositioning the employee for future opportunities.Unlike the routine, day-to-day tasks an employee might have, professional development goals target their long-term career trajectory. These goals bridge the gap between the employee's current capabilities and the expertise needed for future roles and responsibilities. A well-crafted professional development goal should be personally meaningful while remaining aligned with the larger organizational strategy. There is a wide range of different types of professional development goals an employee might set for themselves or receive as a part of a PDP or professional development plan. These can include:Technical and Soft Skill acquisitionLeadership DevelopmentIndustry CertificationNetwork ExpansionWhy Are Professional Development Goals Important?Professional development goals empower employees to design their own ideal career path as opposed to waiting for opportunities to arise. That is why they are fundamental drivers of career success and personal fulfillment. Setting these goals create a straightforward path across a company's job leveling structure. For employers, team members with development goals typically demonstrate higher engagement and productivity. These employees bring fresh perspectives and innovative approaches to their organizations, having continuously expanded their knowledge and capabilities. Below, you will find the benefits professional development goals provide employers and employees.Benefits for Employees:Enhance marketability and career advancement opportunitiesIncrease job satisfaction and engagementPrevent skill stagnation in rapidly evolving industriesBuild confidence and professional identityCreate a sense of purpose and direction in daily workImprove work-life balance through intentional career planningDevelop transferable skills applicable across various rolesExpand professional networks and relationshipsIncrease earning potential through new capabilitiesFoster a growth mindset and resilienceBenefits for Employers:Improve employee retention and reduce turnover costsCreate an engaged, motivated workforceBuild organizational capability and adaptabilityAddress skill gaps proactivelyDevelop future leaders internallyFoster a culture of continuous improvementIncrease productivity and performanceAttract top talent seeking growth opportunitiesEnhance the company reputation as a developer of talentCreate succession planning pathwaysProfessional Development Goal ExamplesEveryone has the freedom to set their own professional development goals, but sometimes it can be helpful to have a few examples to get the ball rolling. That's where PDP examples come in handy. Whether you're looking to improve your skills, advance your career, or take on new challenges, setting clear and achievable goals is key. Below, we've outlined 14 professional goals examples that can help guide your thinking!1. Improve Time ManagementShort Term: Reduce time spent on non-essential tasks by tracking this time via time management tools and techniques, resulting in a decrease in time spent on non-essential tasks by 20% within the next three months.Long Term: Establish a detailed time management strategy by implementing advanced tools and techniques in order to track and optimize time spent on non-essential tasks. Aim for a sustained and gradual reduction in time spent on non-essential tasks, targeting an overall 30% decrease within the next year.2. Enhance Communication SkillsShort Term: Enhance written and verbal communication skills by actively participating in workshops every three weeks minimum, consistent practice, and seeking feedback from mentors. Strive for a 5% improvement in communication proficiency within the next two months.Long Term: Improve both written and verbal communication by attending workshops, practicing regularly, and seeking feedback from mentors because effective communication is crucial in professional settings. Achieve a 15% improvement within the next six months.3. Develop Leadership AbilitiesShort Term: Take leadership roles in projects and successfully lead at least two projects within the next year, supporting the experience by attending leadership programs and completing the training within the same time frame simultaneously.Long Term: Consistently pursue leadership roles in various projects, aiming to lead at least two projects per year over the next 2-3 years. Simultaneously, invest in continuous professional development by participating in leadership programs, completing advanced training, and seeking mentorship opportunities.4. Expand Professional NetworkShort Term: Attend industry-related events and regularly engage in online discussions to increase networking opportunities and take part in at least one networking event per month for the next six months.Long Term: Be consistent in engaging in industry-related events, both physical and virtual, while actively contributing to online discussions and forums. Aim to participate in at least one networking event per month for the next 1-2 years to establish a robust professional network.5. Acquire New Technical SkillsShort Term: Learn a specific programming language by completing a relevant online certification course and dedicate at least 5 hours a week in order to complete the course within six months.Long Term: Dedicate at least 5 hours a week to advanced learning and aim to not only complete the initial certification course within the first six months but also deepen your understanding and expertise over the next 1-2 years through real-world applications and staying updated with the latest advancements in the programming language.6. Improve Product Management SkillsShort Term: Enhance project planning and execution skills, take courses and apply the learnings in at least two project initiations. Complete two successful projects within the next nine months.Long Term: Commit to continuous improvement and apply the learnings in various project scenarios, ensuring a holistic understanding. Strive to complete and successfully lead a series of progressively complex projects over the next 1-2 years, showcasing the evolution of skills and expertise in project planning and execution.7. Increase Cross-functional CollaborationShort Term: Collaborate with teams from different departments and engage in a minimum of two cross-functional projects within the next six months.Long Term: Strive to sustain a practice of collaboration by consistently engaging with teams from various departments. Aim to actively contribute to a series of cross-functional projects over the next 1-2 years, demonstrating adaptability and proficiency.8. Enhance Customer Service SkillsShort Term: Improve response time and problem-solving in customer interactions, achieving a 20% increase in customer satisfaction scores within the next three months.Long Term: Commit to a culture of continuous improvement in customer interactions by consistently refining response time and problem-solving approaches. Aim for a steady increase in customer satisfaction scores over the next year, leveraging ongoing training, feedback loops, and technological developments.9. Attain Advanced CertificationShort Term: Obtain a specific advanced certification relevant to the field by dedicating focused study time and passing the certification exam within the next six months.Long Term: Continuously develop professionally by pursuing advanced certifications consistently over the next 1-2 years. The long-term goal is to accumulate a series of certifications, staying current with industry standards simultaneously.10. Improve Presentation SkillsShort Term: Enhance presentation skills by taking related courses, practicing regularly, and successfully delivering three presentations within the next four months.Long Term: Continuously focus on presentation skills development by participating in advanced courses, seeking mentorship, and practicing regularly over the next 2 years. Aim to deliver presentations across various settings and audiences, progressively increasing complexity and impact.11. Improve Cultural CompetenceShort-term: Attend training sessions to learn about different cultural norms and practices.Long-term: Engage in diverse work environments, participate in international projects, or work on initiatives that require cross-cultural communication skills.12. Create a Personal BrandShort-term: Build a professional website or portfolio, and update your LinkedIn profile with achievements and skills.Long-term: Establish yourself as a thought leader, consistently engaging with your professional community over 1-2 years.13. Master Public SpeakingShort-term: Join a public-speaking club, practice giving presentations monthly to build up confidence.Long-term: Speak at conferences or events, taking on more significant engagements over a specified timeline like 6 months to a year.14. Increase Digital ProficiencyShort Term: Learn a new digital tool or software that is relevant to your job and practice using it effectively within the next three months.Long Term: Stay updated with technological advancements and become proficient in multiple related digital platforms over the next year.15. Building Resilience and Adaptability In The WorkplaceShort Term: Make it a point to identify at least one problem in the workplace and practice healthy coping strategies to resolve it effectively within the next month.Long Term: Strategize a comprehensive resilience plan to consistently demonstrate your commitment to adaptability and resilience in the workplace over the next work year.16. Enhancing Problem-Solving and Critical Thinking SkillsShort Term: Resolve at least one complex work-related issue through the application of structured problem-solving techniques in the next year.Long Term: Foster the consistent habit of critical analysis and decision-making to become the go-to-persona for resolving and mediating issues in the workplace within the next year.17. Strengthening Conflict Resolution and Negotiation AbilitiesShort Term: Mediate a smaller scale workplace problem and ensure mutual agreement between all parties within the next month.Long Term: Construct a steady track record as a skilled negotiator and conflict resolver within the organization in the next year.18. Learning and Applying Data Analysis TechniquesShort Term: Finish a basic online course on data analysis and apply at least a part of these skills within the next two months. Long Term: Become a proficient data analyzer with advanced tools and techniques, regularly applying your knowledge to decision-making over the next two years.19. Becoming Proficient In A Second Language Relevant To Your IndustryShort Term: Implement basic conversational phrases to your knowledge and vocabulary in the second language relevant to your industry over the next three months.Long Term: Reach an intermediate level of fluency and confident use of the second language in professional settings within the next year and a half.20. Developing A Consistent Habit of Self-Reflection and Feedback IntegrationShort Term: Set at least fifteen minutes aside every week to reflect on personal performance and incorporate feedback regarding your professional growth over the next two months.Long Term: Set-up a structured self-reflection routine that you can integrate into your daily work routine. 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