



ESP Professional Development Discussion

Employee Name: _____ **Job Title:** _____

Instructions for the Professional Development Discussion and Learning Plan meeting:

- This agenda intends to guide the discussion for employees and supervisors; first as a self-reflection for the employee and then an agenda framework for the professional discussion.
- List “discussion points” on this agenda in advance of your performance development discussion meeting.
- Learning commitments should be written on the Learning Plan.
- At the end of the meeting, three copies of both forms should be made: one for employee, one for supervisor and one sent to Human Resources to be placed in the employee’s personnel file.
- Any additional documents or documentation used during the discussion may be kept by the supervisor and employee, but do not need to be sent to Human Resources.

Agenda Items	Discussion Points	
	Employee	Supervisor
1.Primary Job Responsibilities Identify any suggestions, additions, deletions or revisions to your current job description if applicable.		
2. Major Accomplishments Note any activities and/or accomplishments completed during the past year that you feel were notable or of significant value.		

<p>3. Obstacles to Effective Work Performance</p> <p>List any notable obstacles you encountered in accomplishing your job responsibilities during this past year. Discuss any workload concerns you have and suggest alternative resolutions.</p>		
<p>4. Organizational Contribution</p> <p>Discuss your work in relationship to the GRCC mission, vision, values, ends and strategic direction. Suggest ways in which you can contribute to the accomplishment of the College's strategic direction. Review department action plans for progress and future action.</p> <p>Discuss your contributions to an environment that promotes GRCC values...Responsiveness, Accountability, Innovation, Diversity, Excellence, Respectfulness, and Service.</p>		
<p>5. Departmental/Organizational Leadership</p> <p>Discuss your ideas regarding departmental and organizational growth, direction, communication and/or effectiveness that address current and future opportunities and contribute to student learning.</p>		
<p>6. Recognition for Team Participation</p> <p>Identify those College Teams and Departmental Teams in which you are an active member. (These may include service in college, community or student teams or cross-functional work on projects)</p>		
<p>7. Areas or issues for growth and development/issues to be resolved (Identify area in which professional development activities will further enhance the employee's professional competence and success)</p> <p>(Attach other sheets as necessary)</p>		

8. Agreements and timelines for improvement		
9. Comments (Agreements and Timelines)		
10. Employee/Supervisor <i>Learning</i> Commitment through a Learning Plan The employee and supervisor should jointly complete the Learning Plan.	Complete the plan; keep a copy for each; turn in the Plan to Human Resources with your discussion agenda; the Learning Academy for Faculty and Staff, Diversity Learning Center and The Center for Teaching and Learning will use the aggregated learning plan data to determine needs of the institution and offer the appropriate learning opportunities. You and your supervisor have the responsibility to complete this learning plan throughout the next twelve months.	

EMPLOYEE ACKNOWLEDGEMENT

This professional development plan has been discussed with me and my signature on this document acknowledges receipt of a copy of this evaluation.

Employee's Signature

Date

Supervisor's Signature

Date