

Professional Development Objective Examples: Example 7

Example 7 is a very self-reflective and personal objective that may help to develop the person's effectiveness in the workplace.

<p>Objective 1: To improve communication skills in the workplace</p>	<p>Overall target date Start May 2011 – Finish March 2012</p>
<p>Actions and tasks planned to achieve this objective;</p> <ol style="list-style-type: none"> 1. Research different types of communication in the work place 2. Develop or identify a description of types of communication and self-assess on strengths and weaknesses of communication 3. Survey colleagues and compare with self-assessment 4. Develop list of goals for communicating that will improve my own skills 5. Evaluate how successful these goals have been 	<p>Interim dates</p> <ol style="list-style-type: none"> 1. By end June 2011 2. By end August 2011 3. By end October 2011 4. By Jan 2012 5. By April 2012
<p>How will the actions, tasks and objective be measured?</p> <ol style="list-style-type: none"> 1. Oral report on literature identified 2. Self-assessment document 3. Feedback from colleagues (on same template as no. 2?) 4. List of goals 5. Oral report and/or written summary evaluating the effectiveness of the goals 	
<p>Training and development related to this objective</p> <ul style="list-style-type: none"> • Help identifying relevant sources to get this information • Identify if there is any training locally on this area and access it if possible • Help setting up an online survey for colleagues to answer anonymously or do on paper? 	
<p>End of cycle review & rating of objective 1: What actually happened?</p> <p>Rating: Outstanding / Strong and Positive / Satisfactory / Unsatisfactory (delete as appropriate)</p>	
<p>Supervisor's Comment on Review and Rating:</p>	