**Annual Professional Development Plan**

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| **Name** |  |
| **Job title** |  |
| **Company** |  |
| **Period of Plan (mm/yy-mm/yy)** |  |
| **Membership grade & number** |  |

1. **Plan overview**

Please give a brief summary of what you hope to achieve through this plan and how it fits with your overall career development plan.

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1. **Development objectives during this period**

Please list below the focus of your intended development objectives over the next 12 months and the activities you intend to pursue to meet these objectives; two examples are given for your information. You can insert additional lines if required.

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| **Focus** | **Type of activity** | **Plan of activities** |
| Risks to the supply of Critical Raw Materials in Europe. | Workplace learning, online research, and external events. | This will involve a combination of internet research, discussion with subject matter experts and, if the opportunity arises, attendance at formal events. I have also joined several online groups which may provide some useful information. |
| Improved communication skills. | Workplace learning, self- study, and guidance from my mentor. | This will involve feedback from colleagues following my presentation at an internal meeting. I will review this with my mentor, who has agreed to give me some appropriate presentation tips. |
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