



Professional Development Checklist

This informal checklist is designed to give you a sense of whether your learning and development activities are occurring in a systematic manner. Check the appropriate response to each of the following.

- | | YES | NO |
|--|-----------------------|-----------------------|
| 1. I regularly request feedback from my supervisor and/or clients. | <input type="radio"/> | <input type="radio"/> |
| 2. I regularly inform my supervisor and/or clients about the type of feedback I desire. | <input type="radio"/> | <input type="radio"/> |
| 3. I regularly ask colleagues to observe me and provide feedback. | <input type="radio"/> | <input type="radio"/> |
| 4. I regularly conduct my own performance appraisals/evaluations. | <input type="radio"/> | <input type="radio"/> |
| 5. I regularly undertake the types of activities that I expect my clients to undertake. | <input type="radio"/> | <input type="radio"/> |
| 6. My learning & development activities are based on a thorough personal career plan. | <input type="radio"/> | <input type="radio"/> |
| 7. I systematically select conferences and workshops based on my combined personal and professional development needs. | <input type="radio"/> | <input type="radio"/> |
| 8. I systematically choose books/articles/videos based on my learning and development needs. | <input type="radio"/> | <input type="radio"/> |
| 9. I have a network of colleagues in my field from whom I learn. | <input type="radio"/> | <input type="radio"/> |
| 10. I occasionally video/audio record my work and review my performance. | <input type="radio"/> | <input type="radio"/> |
| 11. I keep a personal journal. | <input type="radio"/> | <input type="radio"/> |
| 12. I have a mentor. | <input type="radio"/> | <input type="radio"/> |
| 13. I write articles/books/manuals. | <input type="radio"/> | <input type="radio"/> |
| 14. I give presentations/talks/speeches. | <input type="radio"/> | <input type="radio"/> |
| 15. I am a mentor. | <input type="radio"/> | <input type="radio"/> |
| 16. I teach others in my field. | <input type="radio"/> | <input type="radio"/> |
| 17. I supervise others. | <input type="radio"/> | <input type="radio"/> |
| 18. I have a personal learning and development annual budget. | <input type="radio"/> | <input type="radio"/> |
| 19. I set a specific amount of time aside for my own learning and development activities. | <input type="radio"/> | <input type="radio"/> |
| 20. I systematically experiment with new methods. | <input type="radio"/> | <input type="radio"/> |

TOTAL # OF YES: _____

Scoring Instructions

Add your “yes” responses to get your total score. Compare your score to the table below. Please note that there is no scientific basis to the scoring system—the test is designed to only get you thinking about your own learning.

Score	Meaning
0-5	You may be letting others control your learning.
6-10	Your learning could be enhanced by taking more control of it.
11-15	You manage your own learning well but could use some minor improvement.
16-20	You are in charge of your own learning.

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