

Professional Development Review

Employee name		
Position		
Review period		
Reviewer name		
Category	Key points	Comments/feedback
Career goals	Long-term career aspirations and objectives	
Strengths	Areas where the individual excels and demonstrates proficiency	
Areas for improvement	Opportunities for growth and development	
Skill development	Specific skills the individual aims to develop or enhance	
Training needs	Training or learning opportunities required to support development	
Professional networking	Engagement in professional networks and relationships	

Mentorship/ coaching	Availability and effectiveness of mentorship or coaching support	
Career progression	Progress towards career advancement goals	
Work-life balance	Balance between professional responsibilities and personal life	
Development plan	Action plan for achieving professional development goals	



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