



Professional Development Plan Template

Welcome to the **Professional Development Partner Program**, a program focused on helping you identify and accomplish your developmental goals. One of the important tools in the program is the Professional Development Plan, outlined below.

Associates should log in to viDesktop (<http://videsktop/viEvalSelf/Login.aspx>) to complete your Professional Development Plan by your second meeting with your Professional Developmental Partner. Your plan will not be shared outside of the Legal Talent Department, but rather will be used to help you focus on and stay on track of your development. Please discuss your plan with your Professional Development Partner for his/her input and to make sure your plan aligns with the goals of your practice group and of the firm. If you have any questions, please contact Kathy Schmidt at x4204.

Prepare by doing the following:

I. Think about:

- Where you want your practice to be in one year and in five years.
- What niche/specific area of focus you would like to further develop.
- Your Evaluation Summary and your goals.
- The Associate Evaluation Competencies and the expectations for your class year and the year above it.
- The Business Development checklist and the expectations in your practice group.
 - ❖ Fifth through eighth year associates should also think about client/industry trends, competitors and how you will help expand the firm's business.

Now complete:

II. Skill Development:

- What specific skills and/or competency areas will you focus on developing in the next year? The skills to develop should include technical and substantive skills as well as Wiley Rein's Associate Evaluation Competencies. Please review your performance evaluations before identifying skills.
- List two or three action items for each of the skills listed.
 - ❖ Fifth through eighth year associates should include specific business development skill development if not already selected.

III. Internal Profile

- What specific actions are you taking to raise your profile within your practice area and within the firm? This could include committee work and other firm service, presentations, internal networking, etc.
- List three actions.

IV. External Profile

- What specific actions are you taking to raise your profile outside of the firm? This could include organizations, LinkedIn presence, presentations, publications, events, conferences, etc.
- List three actions. For each action, include any relevant dates, specific activities and other details including identifying individuals, organizations, and/or events.

V. Networking/Business Development

- Identify at least six to eight individuals for potential business development you will contact within the next twelve months. They could be former colleagues, classmates, client contacts, etc.
For each contact, list name, title, organization, type of contact (lunch, phone call, etc.) and date.
 - ❖ Fifth through eighth year associates should have at least ten contacts.

Level 3 Individual Development Plan Template

An Individual Development Plan is a tool to help you think strategically about your career and identify concrete steps to reach your goals.

Your plan will be used by you, your group leader, and your advisor to help assess your current progress, establish goals and align your practice with the group's practice and firm's strategy. It will also be provided to your Executive Committee liaison as they begin conversations with you regarding your career progression at the firm as well as the Management Board during the partner consideration process. Your plan should focus on impactful action steps and specifics on how you plan to achieve identified goals.



Substantive Practice Expertise: Practice knowledge, lawyering skills, excellence in quality and delivery of service and substantive legal experience.

Describe your current practice.

Describe goals you have to enhance and develop your substantive expertise and how you plan to achieve those goals.

Business Development: Skills and demonstrated ability in the areas of business development, practice building and client relationship management. Building a reputation that extends beyond the firm to attract work from existing and new clients.

Describe your business development experience and efforts.

Describe the goals you have to expand upon and build client relationships and how you plan to achieve them.



Sources of Work: Current and anticipated sources of work for yourself and others, including internal and external sources.

Describe your current and anticipated sources of work, both internal and external.

Describe goals you have to expand your sources of work and how you plan to achieve them.

Client Service Mindset: A clients first approach that consistently anticipates future issues and advises clients based on deep knowledge of business, industry and market.

Please describe your client service mindset and how you are differentiating yourself and the firm in the area of client service.

Describe goals you have in this area and how you plan to achieve them.



Firm Citizenship: Ownership mentality, talent development, collaboration and embodiment of firm core values.

Describe your contributions to firm citizenship.

Describe goals you have in this area and how you plan to achieve them.

Metrics: Billable hour expectations, material time contributions in other investment categories, demand at current and anticipated billing rate, realization and delegation.

If applicable, provide an explanation regarding atypical circumstances that have impacted your metrics.

2018 Professional Development Plan

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