

**APHL
Lab Director Transitions Guide
Online Toolkit**

[Headline]

Personal Development Plan

Guide to reaching your goals as director

Lab directors don't walk in excelling in every skill needed for their new role. But you can get there—by working toward personal goals. As a director, don't hesitate to alter your goals as you go along and as you learn more in your role.

Here are some questions and prompts to get you started on creating your own personal goals and plan for reaching them.

Personal Information:

Name: _____

Position: _____

Mentor: _____

Manager: _____

What is my current state?

- List of my strengths:
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- List of my weaknesses:
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What is my desired state?

- What do I hope to improve or achieve?
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- What do I want to achieve it—what will it provide me?
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How do I get there? What do I need to do?

- What must I learn, experience or improve to achieve my goals?
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- What resources can I use to get me there?
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Creating a feasible timeline:

- How can I prioritize focus areas and set a schedule for achievement?
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- What time can I commit to work on my focus areas?
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Notes:

APHL suggestions for development:

- **Volunteer**
 - A laboratory committee (QA, Safety, National Medical Laboratory Professionals Week)
 - A department committee (Employee Appreciation, Social Committee)
 - Food Bank
 - School activities
- **Take a class**
 - To improve a skill (e.g., Toastmaster's public speaking courses)
 - To improve laboratory knowledge
 - Art class/photography
 - Stress relief