

Weighing the Pros and Cons of a Professional Development Investment? Use this ROI Worksheet

Investing in a professional development opportunity is not easy. Given the costs involved, your decision to participate requires an investment, either on the part of your workplace – or out of your own pocket.

Use this worksheet to assess the value of a particular professional development opportunity makes sense for you. It could be a training, a webinar, a conference, coaching, or a course. After thinking through each element of the investment, you'll have the information you need to make an informed decision.

For more details, [check out this blog post](#) from Twenty Hats

1

What is the problem that I'm hoping this training will solve?

NOTE: for the remaining questions, use a scale of 1 – 10, with 1 being not at all useful, and 10 being completely useful. Write your answer in the box to the right.

2

How important is it *for me* to solve this problem?

3

How important is it *for my workplace* that I solve problem?

4

What new skills will I gain that are difficult to acquire using free or low-cost training opportunities? *Name them, below, then rate their value to you. Rate them collectively if more than one.*

5

What am I losing because this problem is unresolved?

Lost time -- from not having the right skills or trying ineffective solutions

Lost money – from the budget, or from poorly spent staff time

Sense of well-being – due to frustration, stress, or pressure

6

Finally: How much do I *want to attend/sign up for this training?* If your interest is high and you're motivated, you are likely to gain a great deal from this opportunity. Don't discount your intuition when making your decision.

To evaluate: there's no set scoring here. Instead, take a look at your ratings. If your numbers are high, then you probably have a lot to gain from this professional development opportunity. If your numbers are mid-range, ask yourself how important it is to invest in this training right now.

Happy learning!