



# Individualized Professional Development Plan

## Action Plan: Education Manager Example

**Instructions:** Develop a plan to support career development within current job role or in preparation for a new position.

<b>Staff Name:</b> <i>Sasha S.</i>		<b>Supervisor Name:</b> <i>Min H.</i>		<b>Date Achieved:</b> <i>9/17</i>
				<b>Date Developed:</b> <i>8/15</i>
<b>Staff meets HSPPS qualifications for job role:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed:  <input type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		<b>Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:</b>  <input checked="" type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input type="checkbox"/> Other:		
<b>GOAL 1:</b> <i>Complete CLASS Observer 2-Day Virtual Training</i>				
<b>Steps needed to achieve this goal</b>		<b>Resources needed</b> (People, materials, financial support)	<b>Timeframe</b> (Realistic time needed to complete step)	<b>Date Completed</b>
<i>Contact Regional TTA Early Childhood Specialist to sign up for September 16-17 training group</i>		<i>ECS contact information, CLASS training flyer</i>	<i>8/15</i>	<i>8/15</i>
<i>Attend CLASS training</i>		<i>Wi-Fi hot spot, laptop, agency PD funds for training materials</i>	<i>Complete by 9/17</i>	<i>9/17</i>
<i>Complete Observer Reliability Test (online)</i>		<i>PD Funds for test fee, 3 hours offsite to take the exam</i>	<i>Complete by 9/30</i>	<i>9/30</i>
<b>Potential Challenges:</b> <i>Passing reliability test.</i>				
<b>Date to revisit Goal:</b> <i>9/20</i>	<input checked="" type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

**Staff Signature and Date:** *Sasha S. 7/15*

**Supervisor Signature and Date:** *Min H. 7/15*

The Individualized Professional Development Plan Profile and Action Plan are optional forms to help staff and their supervisor or human resources specialist explore potential career goals and plan steps to achieve them. Users can include additional copies of each form as needed.



# Individualized Professional Development Plan

## Action Plan

**Instructions:** Develop a plan to support career development within current job role or in preparation for a new position.

<b>Staff Name:</b> Sasha S.		<b>Supervisor Name:</b> Min H.		<b>Date Achieved:</b>
				<b>Date Developed:</b> 8/15
<b>Staff meets HSPPS qualifications for job role:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		<b>Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:</b> <input checked="" type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input type="checkbox"/> Other:		
<b>GOAL 2:</b> Use Reflective Dialogue practices to support data-informed curriculum planning by teaching team				
<b>Steps needed to achieve this goal</b>		<b>Resources needed</b> (People, materials, financial support)	<b>Timeframe</b> (Realistic time needed to complete step)	<b>Date Completed</b>
Attend Regional TTA 5Rs for Learning Leaders Community of Practice (virtual)		Conference room reservation	Monthly Sep-June	In progress
Complete Introduction to the 5Rs for Early Learning Leaders iPD course		iPD account, Wi-Fi hotspot, laptop	Complete by 8/31	8/31
Organize and lead Reflective Dialogue sessions with staff		Add 60 minutes to scheduled team meetings each quarter, virtual meetings with TTA ECS	Nov 15, Mar 15, Jun 15	In progress
<b>Potential Challenges:</b> Some staff have expressed disinterest in data discussions.				
<b>Date to revisit Goal:</b> 9/20	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

**Staff Signature and Date:** Sasha S. 7/15

**Supervisor Signature and Date:** Min H. 7/15

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## Action Plan Follow-up and Status Updates

**Instructions:** Capture progress made toward achieving action plan goal.

Follow-up and Status Updates	Attendees	Date
<p>Sasha completed the iPD 5Rs course on 8/17 and provided a copy of her certificate of completion for her personnel file. Sasha reports the course was helpful to have a foundational understanding of all 5Rs and is hoping the community of practice meetings will offer more opportunities to discuss Reflective Dialogues in particular – meetings start next week.</p> <p>Sasha enrolled in the 9/16-17 CLASS training offered by Regional TTA. Sasha attended the optional office hours offered one hour after each training day to ask additional questions. Training materials arrived early so Sasha reviewed the observer’s guide to prepare for training. Sasha successfully completed the reliability test and is certified for one year.</p> <p>Sasha has scheduled monthly meetings with the Regional TTA Early Childhood Specialist to plan reflective dialogue sessions with staff. The plan is to introduce the team to reflective dialogues with a 1.5-hour training co-facilitated with the ECS during the October team meeting. The ECS will attend the first reflective dialogue session on November 15<sup>th</sup> in person and the March and June sessions virtually.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Sasha to develop and facilitate October reflective dialogue training with the Regional TTA Early Childhood Specialist</li> <li>• Sasha to create data visualizations for the October meeting using the previous program year data</li> </ul>	<p>Sasha S. Min #</p>	<p>9/20</p>

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