



# Individualized Professional Development Plan:

## Action Plan: Family Services Staff Example

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

<b>Staff Name:</b> Casey L. has an A.A. degree, is new to the family services role, and wants to build skills and competencies in their role.		<b>Supervisor Name:</b> Maria T.		<b>Date Developed:</b> 10/1	
				<b>Date Achieved:</b> 5/1	
Staff meets HSPPS qualifications for job role: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed:			Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:		
<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			<input checked="" type="checkbox"/> Coursework or training in an area of interest <input checked="" type="checkbox"/> Coaching/Mentoring <input checked="" type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input type="checkbox"/> Other: _____		
<b>GOAL:</b> To learn the key knowledge and skills for the family services role during the first year of employment.					
<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)	
Review the resources in the PFCE Orientation checklist provided by supervisor.		Computer/internet, printer		10/1 - 4/1	
Complete two iPD courses: <a href="#">Introduction to the Family Services Role</a> , and <a href="#">The Family Partnership Process: Goal-Setting with Families</a> .		Computer/internet, printer, <a href="#">iPD course access</a>		11/1 - 2/1	
Participate in ongoing monthly reflective supervision to discuss learnings from resources and iPD courses, reflect on interactions with family members, and ask questions to better understand and grow in the role.		Protected time for monthly supervision meetings		Ongoing monthly	
Participate in a three-month coaching cycle, which includes taking the RBCs self-assessment and identifying a goal to work on during the coaching cycle.		Protected time for coaching sessions, <a href="#">RBCs self-assessment</a>		2/1 - 5/1	
<b>Potential Challenges:</b> Protecting time for reviewing resources and participating in the coaching cycle when urgent needs may arise in the program or with families Casey is working with.					
<b>Date to revisit</b> <b>Goal:</b> 5/1		<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:** Casey L. 5/1

**Supervisor Signature and Date:** Maria T. 5/1



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Follow-Up and Status Updates	Attendees	Fecha
<p>Casey has made good progress on their review of PFCE orientation resources and has completed the Introduction to the Family Services Role iPD course. Casey has brought good questions from the resources to discuss at monthly reflective supervision sessions. Casey is applying the knowledge from the resources to their interactions with families and our reflections on those interactions in reflective supervision sessions.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>Casey will finish reviewing the last three PFCE orientation resources by the end of March.</li> <li>Casey will complete the Family Partnership Process: Goal-Setting with Families iPD course by 2/1.</li> <li>Casey and Maria will work on scheduling and protecting time in their calendar to begin participating in the coaching cycle in February.</li> </ul>	<p>Casey L. Maria T.</p>	<p>1/15</p>
<p>Casey has completed reviewing all the PFCE orientation resources and two iPD courses. Casey has continued to participate in monthly reflective supervision sessions, discussing knowledge from the resources and applying it to their work with families. Casey has completed the three-month coaching cycle, which was very helpful to identify the specific skills that Casey wants to build in their work with families.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>After completing this first IPDP goal, Casey and Maria will revisit their goals this summer to develop a new goal and IPDP to continue advancing their career development.</li> <li>Continue monthly reflective supervision sessions.</li> </ul>	<p>Casey L. Maria T.</p>	<p>5/1</p>