



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.

Staff Name: Lorraine B. has a high school diploma, is an experienced family services staff member, and was hired before 11/7/16. She wants to complete a family services credential and continue doing the job she loves.		Supervisor Name: Alex R.		Date Developed: 10/1	
				Date Achieved:	
Staff meets HSPPS qualifications for job role: <input type="checkbox"/> Yes <input checked="" 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 checked="" 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 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: _____		
GOAL: To complete a family services credential.					
Steps needed to achieve this goal		Resources needed (People, materials, financial support)		Timeframe (Realistic time needed to complete step)	
Date Completed					
Research family services credential options to find the best fit; talk with colleagues who have completed a credential to learn about their experience.		<ul style="list-style-type: none"> • Credential Programs Database • Computer/internet • Colleagues who have completed a credential 		10/1 - 11/1	
Register for a family services credential program.		<ul style="list-style-type: none"> • Computer/internet • PD funds to cover the credential program fee 		11/1 - 11/15	
Participate in the family services credential program and complete all required assignments for the credential.		<ul style="list-style-type: none"> • Computer/internet • Two hours protected time each week to participate in online sessions and complete assignments - one hour on Wed./one hour on Fri. 		12/1 - 6/30	
In progress					
Potential Challenges: Keeping up with the credential program assignments and requirements amidst competing demands from Lorraine's staff role and her personal / family responsibilities.					
Date to revisit Goal: 12/15		<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: Lorraine B. 12/15

Supervisor Signature and Date: Alex R. 12/15

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.



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Follow-Up and Status Updates	Attendees	Date
<p>Lorraine completed her research on potential family services credential options. She chose one as the best fit because several colleagues have completed that credential program, they had a good experience, and there is a local training program option. Lorraine and Alex reviewed the credential program requirements in their reflective supervision session and determined that we can protect the required amount of time for her to complete the program over the next six months. Lorraine registered for the credential and will begin next month after the holiday break. Lorraine worked with Human Resources to process the payment for the credential program through the PD fund.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Lorraine will update her calendar to reflect her protected time to participate in the credential program from 1/1 - 6/30. • Lorraine and Alex will work with the family services team to arrange coverage of duties during her protected credential work time. • Lorraine and Alex will check-in at monthly reflective supervision sessions to see how the credential is going and discuss what Lorraine is learning in the credential program and how she can apply that to her work with families. We will also see if any additional support is needed. 	<p>Lorraine B. Alex R.</p>	<p>12/15</p>