

Professional Development Plan for [Employee Name]

Include as many learning needs as required to achieve your agreed-upon objectives for the upcoming year.

Learning and Development Need	Type of Development	Timeline	Who is Responsible?	Comments
<i>Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)</i>	<i>Examples:</i> <ul style="list-style-type: none">• course or workshop• conference• self-development (research or reading)• coaching or mentoring• job shadowing• project work• committee membership	<i>Examples:</i> <ul style="list-style-type: none">• end of April• to be completed in the next 6 months• over next 1-2 years	<i>Examples:</i> <ul style="list-style-type: none">• staff member• manager to arrange• staff member to work with team and manager	<i>Examples:</i> <ul style="list-style-type: none">• resource requirements• additional notes
Gain additional skills in Microsoft Excel to increase my knowledge and improve my efficiency in daily tasks	Attend intermediate and high level Excel courses through UW–Madison face-to-face or online. Partner with peer staff to learn new Excel functions.	Complete by the end of my next 6-month review period.	I will research available coursework in mid or upper-level Excel skills and seek approval from my manager. I will find a peer team member to shadow and learn new Excel skills.	
Explore my interests in the field of finance, with an emphasis on data analytics.	Attend one regional conference and research how my interests in data analytics will specifically enhance my current position.	Complete conference and occupational research before the end of my annual summary evaluation discussion.	I will research and seek approval to attend the next annual conference and provide a summary to my manager of what the conference provides attendees. I will explore my interests in data analytics and share my findings to my manager.	

Professional Development Plan Sample

**Lynn Kilpatrick Bradshaw, Allan A.
Glatthorn**



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Targets for Teachers Judy K. Werder Sargent, Ann E. Smejkal, 2000 *Professional Development Plan* Deborah Mahaffey, Wisconsin. Department of Public Instruction, 2005 *Reflective Analysis of Student Work* Norene J. Bella, 2004-01-07 Any school wishing to maximize conditions for their staff to grow professionally from within will want to acquire test and incorporate the suggestions in this book Arthur L Costa Emeritus Professor of Education California State University Sacramento Improve the quality of your instruction through this innovative form of professional development In an era of structured trainings and top down mandates this visionary guide offers a new approach solidly founded on research which empowers teachers to take charge of the learning process It encourages a shift from isolation to collaboration from imparting to participating and from content focused to process oriented learning in order to simultaneously boost student achievement and teacher s professional development Bringing the focus back to teaching students how to learn the author promotes a process of teamwork and modeling that challenges educators to reflect on their curriculum instruction and assessment techniques to collaboratively work to improve them Highlights include Ideas on how to powerfully engage students by becoming a co learner and facilitator in the classroom Tips for analyzing student work with the help of co workers and how to incorporate these findings into the lesson plan cycle Adaptable schedules for sessions that last one half hour to several hours perfect for time strapped teachers Calendar of collaborative professional development activities to last the entire school year *Resources in Education* ,1998 **Survive and Thrive as a Physical Educator** Alisa R. James, 2012-08-24 Stay energized and organized throughout your school year *Survive and Thrive as a Physical Educator* Strategies for the First Year and Beyond will help you face the unique challenges of teaching and support your development as a physical educator Practical and reader friendly *Survive and Thrive as a Physical Educator* is filled with the most current information plus examples based on the author s experiences as both a K 12 teacher and a college instructor who prepares future teachers You ll also find a wealth of information on handling day to day issues such as adapting to the work environment understanding the school culture communicating with parents and behavior management In addition sample letters and forms included in the book such as a typical letter to parents unit plan and PE contract offer models to use in creating your own Two appendixes provide quick access to suggested teacher resources and FAQs such as how to prepare for a substitute teacher and concerns about the tenure process *Survive and Thrive as a Physical Educator* offers strategies to help you get your gymnasium your equipment and yourself organized to begin the school year prepare your lessons and unit plans and deliver effective instruction for all students evaluate students progress establish rules and routines to promote good behavior and appropriate consequences for misbehavior employ a range of motivational techniques to encourage participation in your class develop positive relationships and effective communication with parents and guardians understand and navigate your workplace culture and avoid burnout and find opportunities for professional growth This practical guide

will help you sharpen your teaching skills enjoy your work with students and meet the challenges of teaching whether it is your first year on the job or one of many in your physical education career Portfolio Development for Paraeducators Suzanne Koprowski,Carol A. Long,2005 This book provides a comprehensive hands on format to guide the paraeducator student or the practicing paraeducator through the portfolio development process from start to finish Practical application suggestions are provided as are suggestions for reflective documentation of skills and knowledge to help paraeducators meet federal standards mandated under the No Child Left Behind Act Professional Development Jack Rhoton,Patricia Bowers,2001 There s got to be more to professional development than in service workshops This thoughtful book paves the way to change It shows the circumstances under which professional development has the most impact on student learning reviews programs that work and offers practical ideas about how professional development can sustain science education reform *Standards of Quality for Adult Education Programs in Colorado* ,2011 **Leadership and Management** Sharon Ritchie,Barbara A. Willer,2005 **The Early Childhood Educator for Diploma** Lorraine Walker,Shelagh Miller,Sonja Tansey,2013-11-11 Revised versions of five chapters have been added to this resource to meet the requirements of CHC50113 Diploma of Early Childhood Education and Care Release 4 The chapters are BSBMGT605 Provide leadership across the organisation CHCMGT003 Lead the work team CHCPRP003 Reflect on and improve own professional practice CHCPOL003 Research and apply evidence to practice CHCPOL002 Develop and implement policy Looking for a blended digital solution Get Connect Connect is an online resource hosting an abundance of interactive learning tools to create the ultimate learning experience for your students Click here for more information The Early Childhood Educator for Diploma aligns with the CHC50113 Diploma of Early Childhood Education and Care from the CHC Community Services Training Package endorsed in July 2013 This qualification applies to all early childhood educators who are responsible for designing and implementing a curriculum in early childhood education and care services A Diploma qualified early childhood educator works to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard NQS and may have responsibility for supervision of volunteers or other staff This text has been designed to support students learning with content and activities at the appropriate Diploma level of difficulty as well as a Registered Training Organisations delivery of this valuable qualification Scope The Early Childhood Educator for Diploma provides complete coverage of twelve of the required twenty three core units of competency of the CHC50113 Diploma of Early Childhood Education and Care The remaining eleven core units are included in the companion text detailed below It also includes five elective units carefully selected to enable an overall effective introduction to the essential skills and knowledge needed to be an effective Diploma qualified early years practitioner Related titles The Early Childhood Educator for Certificate III is the companion and supporting text The Tennessee School Improvement Planning Process Tennessee. Department of Education,1996 Keeping Pace with Technology: The challenge and promise for K-12

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