

Professional Development Plan



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What is a Professional Development Plan?

A professional development plan is a record of your past professional development and a plan for your future professional development. It can also be a tool for administrators to use with staff to support their professional development efforts. This template will help you:

- Assess your current interests, knowledge and skills
- Recognize and build on strengths and prioritize specific areas for growth
- Clarify strategies and identify resources to support your plan of action
- Reflect on your progress and professional growth

Why is Professional Development Important?

Children who are nurtured and taught by sensitive and well-trained teachers and caregivers are more likely to progress toward both developmental and academic goals and are more ready to enter kindergarten. Undoubtedly, the quality of children’s experiences depends on the knowledge, skills and experience of the people who work with them. As your professional interests and the demands of the early childhood field change, it is important to evaluate and expand your skills and knowledge. This document can help you to prepare and carry out a professional development plan to guide your career development and advancement.

Name:		Email Address:		Date:	
Job Title/Position:		Age Group:		Hire/Start Date:	
Program Name:			Phone Number:		
Program Address:		City:	State:	Zip:	
Educational Background					
How many KDHE-approved training hours have you completed in the last 12 months?					
How many college credit hours have you completed in the last 12 months?					
Please check the highest level of education completed: <input type="checkbox"/> GED <input type="checkbox"/> High School <input type="checkbox"/> CDA <input type="checkbox"/> Some College <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree		I want to obtain a/an: <input type="checkbox"/> CDA <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Other (Please specify)		I want to further my professional growth and development by: <input type="checkbox"/> Improve my skills in my current role <input type="checkbox"/> Prepare for a new role in Early Childhood <input type="checkbox"/> Pursue a degree or certificate related to Early Childhood <input type="checkbox"/> Pursue teacher licensure <input type="checkbox"/> Achieve, renew, or advance my Childhood Development Associate Credential	

Professional Development Action Plan

Goal Setting

In the following section, you will outline the short-term goals and the steps that should be taken to help you achieve your long-term goal(s). There are a few tips to help with this process:

- **Keep goals small and achievable.** Breaking goals down into small, workable units that lead you to larger goals will help you see progress and motivate you to keep moving forward.
- **Be specific.** Specific goals are precise and detailed and can help give you direction. For example, “Take one community college course” is more actionable than “Get more professional development.”
- **Be positive.** Always state your goals in positive language. Think about what you *want* to do, not what you want to avoid or not do.
- **Write your goals down.** This is one advantage of a professional development plan! Writing goals down creates a sense of accountability.
- **Include dates and timelines.** Incorporating dates will help motivate you to achieve your goal.
- **Set realistic and achievable goals.** A goal should be challenging yet achievable. Think about what you are willing and *able* to work toward.
- **Set goals that you have control over.** Setting a goal and then failing to achieve it for reasons beyond your control is very disheartening. You can avoid this by setting goals that are based on your personal performance. This allows you to maintain control over your progress and draw satisfaction from the process.
- **Review your goals periodically.** Your goals may change slightly as you begin your professional development process and again as you work further toward your goals. Reviewing your plan every 6-12 months will help keep it relevant and current.

Goal Setting--These are your short-term goals	Action Steps--How will you accomplish this goal?	Resources Needed--People, materials, financial support, etc.	Timeline	Date Completed
Goal 1				
Goal 2				
Goal 3				

Identify your long-term career goal that these steps will assist you in achieving:

A Final Note

Congratulations on the completion of your Professional Development Plan! Whether you are looking to enhance your current knowledge or pursue a certification or degree, this document will help you as you progress in your career. Identifying your long-term goal and the short-term goals necessary to reach it can make the process more manageable. Child Care Aware® of Kansas is dedicated to your professional growth and success. Please contact us with any questions, and visit our website www.ks.childcareaware.org to view courses, the training calendar, and many other helpful resources.