

## Professional Development Plan (Part I)

A critical component of professional development is self-awareness and reflection, followed by action planning. Professional development plans begin with reflection and the move forward with goal setting, so that you can further your growth in the field.

Please use the following reflective questions as a tool to stimulate your thinking. These ideas and thoughts can be used as a foundation for creating your professional development plan. One of the important steps in achieving professional growth through your plan is by staying committed. Frequently review this plan with your employer, director, or supervisor (at least every 4-6 months). Be sure to create an intentional follow up plan.

What are your professional goals?

What do you want to learn more about in the field of early care and education?

Are there any aspects of your work that challenge you? What would you like to be able to do better?

What are your current strengths?

*(Part II continued on the next page)*

# Professional Development Plan

(Part II)

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date of hire: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Age group: \_\_\_\_\_

**Education Completed:**

- GED
- High School Diploma
- Associate Degree (Major: \_\_\_\_\_)
- Baccalaureate Degree (Major: \_\_\_\_\_)
- Master's Degree (Concentration: \_\_\_\_\_)
- Doctorate (Dissertation: \_\_\_\_\_)

### ACTION PLAN FOR PROFESSIONAL GROWTH AND DEVELOPMENT

<u>Goal</u> <i>What do you want to learn more about, do better, and/or achieve?</i> (Core Knowledge Area)	<u>Activity</u> <i>What activity will you engage in to achieve your goal (for example: enroll in a class, complete a workshop, review literature, plan a specific event or activity, etc)?</i>	<u>Resources Needed</u>	<u>Progress Assessment</u>	<u>Date completed</u>	<u>Evidence of Accomplishment</u>
<b>Example</b> <i>CKA = Developing as Professional</i>	<i>I want to learn more about professional standards and the credentialing process. I would eventually like to apply for a credential.</i>	<i>NH ECPDS guidebook / time</i>	<i>Check back in 3 weeks</i>		<i>Display credential</i>

Reviewed By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Initial review      Date: \_\_\_\_\_  
 Semi-annual review      Date: \_\_\_\_\_

Quarterly review      Date: \_\_\_\_\_  
 Yearly- review      Date: \_\_\_\_\_