



Worksheet 3g.A2

Competency: Planning and Organizing— Professional Development Plan

The plan may be completed for an individual, unit, or program. The intent of this worksheet is to help you think through the process in order to develop the most meaningful plan based on performance, goals, strengths, interests, and agency requirements.

Reflection Questions

- What are the individual or unit's areas of strength?
- What would the individual (or unit) like to know more about or develop more skills in?
- What are the new approaches to practice? What is the skill level of the individual (or unit) related to these practices?
- What areas of practice could be improved?
- After reviewing data reports for the individual's or unit's caseload, do any patterns indicate an area for potential development?
- What are the individual's (or unit's) goals for the next year?
- Do the individual or unit members possess the knowledge and skills to achieve these goals?
- What performance issues (if any) could professional development opportunities address?
- How many training hours is the individual (or unit) required to take in the next year?
- What formal trainings or other learning opportunities have been identified to fulfill the individual (or unit's) training needs? Who is responsible for exploring other resources?
- What informal learning opportunities could address the individual's (or unit's) professional development needs?
- What is the individual's (or unit's) plan for the next 12 months? (Complete the Professional Development Plan on the next page.)
- With whom will you share the plan?



Professional Development Plan

Name:

Date:

Goals:

- 1.
- 2.
- 3.

| Month | Learning Opportunity | Goal Addresses |
|----------|----------------------|----------------|
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |
| July | | |
| August | | |



| Month | Learning Opportunity | Goal Addresses |
|-----------|----------------------|----------------|
| September | | |
| October | | |
| November | | |
| December | | |