

Individual Professional Development Plan

Name: _____

Date: _____

Make this plan with the input and direction of your supervisor and use student and program data to inform your plan.

STEP 1: ASSESSMENT OF CURRENT KNOWLEDGE AND SKILLS

Applicable Roles	Competencies	Assessment: How well do I currently do this? Not Applicable	Assessment: How well do I currently do this? Need Improvement	Assessment: How well do I currently do this? Well	Assessment: How well do I currently do this? Excellently	Priority: How important is it to gain or maintain the skills and knowledge to do this well in the coming year? High	Priority: How important is it to gain or maintain the skills and knowledge to do this well in the coming year? Med	Priority: How important is it to gain or maintain the skills and knowledge to do this well in the coming year? Low	Comments
All	1. I develop and maintain a knowledge base in adult learning and development.	0	1	2	3	1	2	3	
All	2. I know how to instruct and/or refer adults who have learning disabilities and other special needs.	0	1	2	3	1	2	3	
All	3. I understand and am sensitive to the demands and responsibilities of adults as workers, family members, citizens, and community members (<i>Equipped for the Future</i> life roles).	0	1	2	3	1	2	3	
All	4. I demonstrate the knowledge, skills, and understanding of	0	1	2	3	1	2	3	

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	technology that I need to stay current with my position.								
All	5. I assess my own needs for professional growth, and I develop a plan and monitor my own progress toward my professional development goals.	0	1	2	3	1	2	3	
All	6. I use a variety of instructional strategies and tools appropriate to the needs of adult learners.	0	1	2	3	1	2	3	
All	7. I identify and respond to learners' individual and group needs, interests, and goals when developing instructional plans and working with students, consistent with the program's mission and goals.	0	1	2	3	1	2	3	
All	8. I create a physical and interpersonal climate that is conducive to learning by drawing on adult learning	0	1	2	3	1	2	3	

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	theory, knowledge of learners' cultures, and interpersonal dynamics.								
All	9. I model communication, negotiation, decision-making, and problem-solving skills for learners, and I use these skills with co-workers to enhance program operations.	0	1	2	3	1	2	3	
All	10. I work with learners to identify their needs, strengths, and goals; I advise or refer them to the appropriate programs and levels of instruction	0	1	2	3	1	2	3	
All	11. I use the results of assessment on a regular basis to plan instruction and/or monitor students' progress.	0	1	2	3	1	2	3	
All	12. I guide learners in the development and ongoing	0	1	2	3	1	2	3	

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	review of their educational plans.								
All	13. I collect and manage accurate data for program improvement and accountability.	0	1	2	3	1	2	3	
Instructional Staff	14. I develop and maintain knowledge base in my primary content area(s) such as literacy, math, ESOL, workplace, family literacy, etc.	0	1	2	3	1	2	3	
Instructional Staff	15. I sequence and pace instruction appropriately.	0	1	2	3	1	2	3	
Instructional Staff	16. I can instruct adult learners in the multi-level classroom.	0	1	2	3	1	2	3	
Instructional Staff	17. I am sensitive to and I accommodate diverse learning styles, abilities, cultures, and experiences, including learners who	0	1	2	3	1	2	3	

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	have disabilities and other special needs.								
Instructional Staff	18. I effectively integrate current and appropriate media and technology as a tool for instruction.	0	1	2	3	1	2	3	

STEP 2: YOUR GOALS AND PRIORITIES: *Highlight the competencies above that you listed as both needing improvement and high priority or list them below. Then prioritize this list. Continue to work in conjunction with your supervisor.*

Goal	Priority rank

Goal	Priority rank

STEP 3: CREATE YOUR PLAN: *Select your highest 2-4 priorities for your plan.*

State the goal or priority	What specifically will you do to address this?	Timeline	How will you know you are successful?

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STEP 4: REGULARLY REVISIT AND REVISE THIS DOCUMENT AS NECESSARY. *Target date for next revision:* _____