

Professional Development Plan Template

Employee name		Job title	
Department		Direct supervisor	
Start date		Review date	

Professional goals to achieve

What are your desired career advancements goals for the next 12 months?

1. Get promoted to a leadership position
2. *[Enter goal]*
3. *[Enter goal]*

Skill development

Identify the specific skills or knowledge areas to develop in order to achieve the goals.

Goal	Skills
Get promoted to a manager position	1. 1 People management skills
	1.2 Budget management
<i>[Enter goal 2]</i>	<i>[Enter skill]</i>
	<i>[Enter skill]</i>

Action plan

Outline activities that are going to help achieve the professional goals.

Goal	Action plan
Get promoted to a manager position	1. 1 Find a manager to be my mentor
	1.2 Take on more responsibilities regarding the team's budget
<i>[Enter goal 2]</i>	<i>[Enter action plan]</i>
	<i>[Enter action plan]</i>

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The Educator's Professional Growth Plan Jodi Peine, 2008. Outlines a systematic method that helps professional educators focus their energies on lasting professional growth. Strategies and templates assist teachers in reflecting on their own professional performance, setting their own learning targets, and managing their own progress toward greater professional success.

Scott Estes, Principal, Glendale School, East Peoria, IL. Offers the school leader a well-organized and effective plan. Reveals that true professional growth occurs through systematic reflection and analysis of one's strengths and weaknesses.

Bonnie Watson, Writing Lab Coordinator, Owensboro, KY. Empower teachers with growth opportunities that build rich professional collaborations and raise student achievement. Recognizing that student achievement is intrinsically linked to high-quality teaching, Jodi Peine offers an invaluable guide that helps educational leaders strengthen teachers' instructional practice with an individualized and robust professional development process. The author provides administrators and staff developers with step-by-step guidance for designing, implementing, and sustaining a professional growth plan. Grounded in research at elementary, middle, and high school levels, the process is delivered in manageable sections with reproducible forms for every step. With a refined method that includes formal data analysis, this guidebook demonstrates how participants can develop their own goals and action plans. Provides current terminology and topics for individual growth plan development. Examines steps to take after completing first-generation professional growth plans. Helps redefine school improvement efforts to produce enduring systemic change.

The Educator's Professional Growth Plan, Second Edition provides a targeted approach that accommodates the unique needs of individual teachers. Within a supportive context, educators can assume responsibility for their own learning, witness changes in their professional practice, and realize substantive gains in student performance.

Resources in Education, 1998-04. *An Introductory Guide to EC Competition Law and Practice* Valentine Korah, 1994. Abstracts of Papers Presented Before the Section on General Practice of Pharmacy, Section on Historical Pharmacy, Section on Industrial Pharmacy, Section on Pharmaceutical Technology : 109th Annual Meeting, American Pharmaceutical Association, Las Vegas, Nevada, March 25-30, 1962. American

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