

Individual Professional Development Plan Template

Name	
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Adult Education and Literacy Program Goal: _____

TIMEFRAME	Personal goals: (Optional) (e.g. May be planning retirement, may be wanting to develop new skills, change careers, major changes to personal life etc)	Professional goals: (e.g. Positional goals, gaining further qualifications, Memberships of Boards, Professional Associations etc)
Next 12 months		
Next 3 years		

This Professional Growth Plan was discussed and approved on _____

Instructor Signature _____

Coordinator Signature _____

Individual Professional Development Plan Template

STRENGTHS AND WEAKNESSES

	Planned Activities	Objective of Development Activity	Aligned Professional Development Standard	How activity impacts student learning
<p>Required knowledge/skills</p> <p>Consider:</p> <ul style="list-style-type: none"> • required competencies • job description • service plans and frameworks 				
<p>Strengths</p> <p>Consider:</p> <ul style="list-style-type: none"> • your views • recent tests/appraisals • other people's views 				
<p>Weaknesses/gaps</p> <p>Consider:</p> <ul style="list-style-type: none"> • gaps in knowledge/skills • changes to systems/services requiring new skills • what will help you to progress in your role? 				

Individual Professional Development Plan Activity Log

<i>Example:</i> Participated on our curriculum development team. Researched curricula, developed annual scope & sequence for Low Intermediate, assembled curriculum notebook	Jan - Mar 2013 5 team mtgs = 10 hours + 14 hours at home				(9) 24 PD Hours		
(1) Description of professional development activity completed	(2) Date(s)/ hrs of participation	(3) Workshop/ Training	(4) Credit course	(5) Webinar/ Phone-in/ Study Circle	(6) Conference	(7) Self-Study	(8) Other
1.							
2.							
3.							
4.							
5.							
6. <i>Click return for more rows.</i>							
Total PD Hours (Total each of columns 3-8)							

I have completed the professional development activities as described. <hr/> Instructor Signature Date	I have granted _____ professional development hours for the professional development activities described. <hr/> Adult Education and Literacy Program Coordinator Signature Date
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