

Professional Development Plan

Now that you've taken the [Individual Training Needs Assessment](#) that is designed to help you assess your needs and assess the professional learning in which you will take on, the next step is to plan education and training related to the Minnesota's Knowledge and Competency Framework (KCF) content areas. In order to complete this form, you will need to have your Achieve - The MN Center for Professional Development Career Lattice Step.

Name: _____ Date: _____

Address: _____

Telephone: _____ E-mail: _____

Job Title: _____ Program Name: _____

Minnesota Career Lattice Step (circle one): Foundational Awareness,
1 2 3 4 5 6 7 8 9a 9b 9c 9d 10a 10b 10c 10d 11a 11b 11c 11d 12a 12b
12c 12d

My Short-Term Career Goal (in 12 month): _____

My Long-Term Career Goal (in 5 years): _____

Based on my Career Goals, my educational goals are to:

- | | |
|---|--|
| <input type="checkbox"/> Move up the Career Lattice | <input type="checkbox"/> Masters' Degree |
| <input type="checkbox"/> National Child Development Associate (CDA) | <input type="checkbox"/> Doctorate Degree |
| <input type="checkbox"/> Associate Degree | <input type="checkbox"/> Achieve Trainer Approved
Trainer Renewal |
| <input type="checkbox"/> Bachelor Degree | <input type="checkbox"/> Other (please specify): _____ |

Training and Education Action Plan

Now that you know have career goals, know the gaps in your training and educational activities you need to help achieve your goals, this template will be helpful in planning your education and training activities. This Professional Development Action Plan will help you close the educational gaps and help you move closer to your realizing your dream.

An example on how to complete the plan

KFC Content Area	Activities	Resources/Supports Needed	Timeline/Start Date	Status or Date Completed
Example: II.A. Creating Positive Learning Experiences	Take an Achieve approved course listed on the Develop website	Registration fees, travel to training	Thursday, March 16, 2017	
	Reflective supervision (work with my supervisor to receive coaching in the classroom)	My supervisor's time	April - May 2017	
	Take the "Learning Environment and Curriculum" college class at Dakota County Technical College	Will need tuition money, release time	January - May 2017	

KCF Content Area	Activities	Resources/Supports Needed	Timeline/Start Date	Status/Date Completed

Professional Development Plan Review (Optional)

Reviewer Name: _____

Review Date: _____

Job Title: _____

Program Name: _____

Review (check one):

- Initial
- Quarterly
- Semi-Annual
- Annual
- Other (specify): _____

Reviewers Comments:
