# WORKSHEET Template for Professional Development Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | | Date Developed: | | | Revised: | |
|  | | |  | | |  | |
|  | | |  | | |  | |
| Potential Areas to Develop/ Enhance/Explore | Goals: | Method/Activity/  Resources to Achieve Goal | | Target Date | Date Completed | | Outcomes/  Revisions | |
| Teaching/facilitation  Instructional Design  Planning/Project Management  Technical/product knowledge  Learning technology |  |  | |  |  | |  | |

### Components of the Professional Development Plan

[**This form is optional and could be used if DFC doesn’t already have an instrument in place.]**

Information on this form will address:

• Specific goals for the upcoming year in key job performance areas as noted above. (Note: These goals shall be consistent with DFC programmatic goals.)

• Strategies to be used to meet these goals.

• Resources needed (time, money, equipment, continuing education, etc.).

• Expectations of the program/department in order to meet its goals/objectives.

• Methods for measuring accomplishments.

A recommendation is that after discussion of the planned development activities, timelines, and expectations that all parties review and sign the development plan together and schedule quarterly meetings to discuss and update the plan.