



Individualized Professional Development Plan

Action Plan: Coach Example

Instructions: Develop a plan to support career development within current job role or in preparation for a new position.

Staff Name: <i>Greg B.</i>		Supervisor Name: <i>Rhonda A.</i>		Date Achieved:
				Date Developed: <i>9/14</i>
Staff meets HSPPS qualifications for job role: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan: <input checked="" type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input type="checkbox"/> Other:		
Goal: <i>Complete coursework to broaden understanding and use of effective coaching strategies and tools.</i>				
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed
<i>Enroll in PBC coach competencies microlearning courses on the iPD</i>		<i>iPD account, time to complete courses</i>	<i>Complete selected courses by 11/30</i>	<i>In progress</i>
<i>Discuss content with the education manager as part of bimonthly 1:1 meeting</i>		<i>Extend 1:1 by 30 min to include course discussions</i>	<i>Complete by 12/15</i>	<i>In progress</i>
Potential Challenges: <i>No challenges are anticipated at this time.</i>				
Date to revisit Goal: <i>11/20</i>	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

Staff Signature and Date: *Greg B. 9/14*

Supervisor Signature and Date: *Rhonda A. 9/14*

The Individualized Professional Development Plan Profile and Action Plan are optional forms to help staff and their supervisor or human resources specialist explore potential career goals and plan steps to achieve them. Users can include additional copies of each form as needed.



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Action Plan

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				Date Developed: <i>9/14</i>
Staff meets HSPPS qualifications for job role: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan: <input checked="" type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input type="checkbox"/> Other:		
GOAL: <i>Improve quality targeted feedback provided to coachees using the Head Start Coaching Companion</i>				
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed
<i>Actively participate in the Regional TTA-hosted community of practice for coaches (hosted every other month).</i>		<i>Protected time to attend meetings</i>	<i>August 15 of next year</i>	<i>In progress</i>
<i>Utilize the Head Start Coaching Companion to provide targeted feedback to education staff. Review samples of feedback with the education manager during 1:1 meetings.</i>		<i>#SCC account</i>	<i>Ongoing</i>	<i>In progress</i>
Potential Challenges: <i>Coaching Community of Practice site may be changed to a new location further from the program.</i>				
Date to revisit Goal: <i>11/20</i>	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

Staff Signature and Date: *Greg B. 9/14*

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Action Plan Follow-up and Status Updates

Instructions: Capture progress made toward achieving action plan goal.

Follow-up and Status Updates	Attendees	Date
<ul style="list-style-type: none"> Greg has completed two microlearning iPD courses and has enrolled in a third course. Review of Greg's coachee feedback using the Head Start Coaching Companion shows that he is able to provide greater detail on how teachers can adjust practice using the time-stamping feature on the app. Greg reports that the time-stamping feature also allows him to pinpoint when teachers are successfully using engagement strategies and show how children respond differently. Greg has asked to travel offsite to attend the next coaching community of practice meeting at a program about 60 miles away. Other Head Start coaches in the cohort will be there. This request is approved. Sean will submit a request for mileage reimbursement. A substitute teacher is on call to provide in-classroom support if needed in Greg's absence. Greg will complete his final microlearning course by the end of this month. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> During our December 1:1 meeting, we will: <ul style="list-style-type: none"> Continue discussion of the iPD PBC microlearning module content Review examples of coachee feedback using the Head Start Coaching Companion Discuss options for additional coaching training including a coaching credential 	Greg B. Rhonda A.	11/20

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