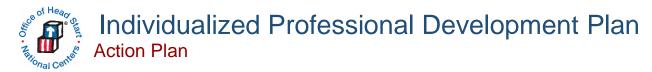
**Instructions:** Develop a plan to support career development within current job role or in preparation for a new position.

Staff Name: Sasha S. Supervi		Supervisor	sor Name: Min 升、		Date Achieved: 9/17	
					Date Developed: 8/15	
Staff meets HSPPS qualifications for job role:   ✓ Yes   ✓ Not yet If not yet, job-related degree/certification completion needed:		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:				
☐ CDA or equivalent ☐ AA degree ☐ BA degree ☐ Advanced ☐ Coursework, clock hours, or CEUs to maintain certification or credential			<ul><li>☑ Coursework or training in an area of interest ☐ Coaching/Mentoring</li><li>☐ Reflective Supervision/Practice ☐ Team Project(s) ☐ Rotational Assignment ☐ Other:</li></ul>			
GOAL 1: Complete C	LASS Observer 2-Day Virtual T	Fraining				
Steps needed to achieve this goal			Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)		Date Completed
Contact Regional TTA Early Childhood Specialist to sign up for September 16-17 training group			ECS contact information, CLASS training flyer	8/15		8/15
Attend CLASS traini	ng		Wi-Fi hot spot, laptop, agency PD funds for training materials	Complete l	oy 9/17	9/17
Complete Observer Reliability Test (online)			PD Funds for test fee, 3 hours offsite to take the exam	Complete l	ny 9/30	9/30
Potential Challenges	s: Passing reliability test.					
Date to revisit Goal: 9/20	☑ I have achieved this goal by me criteria specified in the goal achiev statement (s) above	_	☐ I am making progress toward this goal and will keep implementing my action plan	☐ I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps		
Staff Signature and Da	ate: Sasha S. 7/15	9	Supervisor Signature and Date: Min ↓	 +, 7/15		

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.



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

Staff Name: Sasha S		Supervisor Name: Min H.			Date Achieved:	
					Date Developed: 8/15	
Staff meets HSPPS qualifications for job role:   ✓ Yes  ✓ Not yet If not yet, job-related degree/certification completion needed:		Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:				
☐ CDA or equivalent ☐ AA degree ☐ BA degree ☐ Advanced ☐ Coursework, clock hours, or CEUs to maintain certification or credential		<ul> <li>□ Coursework or training in an area of interest</li> <li>□ Coaching/Mentoring</li> <li>□ Reflective Supervision/Practice</li> <li>□ Team Project(s)</li> <li>□ Rotational Assignment</li> <li>□ Other:</li> </ul>				
GOAL 2: Use Reflect	ive Dialogue practices to suppo	rt data-infor	rmed curriculum planning by teachiv	ng team		
Steps needed to achieve this goal			Resources needed (People, materials, financial support)	_	rimeframe needed to complete step)	Date Completed
Attend Regional TTA 5Rs for Learning Leaders Community of Practice (virtual)			Conference room reservation	Monthly Sep-June		In Progress
Complete Introduction to the 5Rs for Early Learning Leaders iPD course			iPD account, Wi-Fi hotspot, laptop	Complete 1	py 8/31	8/31
Organize and lead Reflective Dialogue sessions with staff			Add 60 minutes to scheduled team meetings each quarter, virtual meetings with TTA ECS	NoV 15, M.	ar 15, Jun 15	In Progress
Potential Challenges	: Some staff have expressed di	isinterest in	data discussions.			
Date to revisit Goal: 9/20	☐ I have achieved this goal by me criteria specified in the goal achiev statement (s) above		☑ I am making progress toward this goal and will keep implementing my action plan	☐ I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps		
Staff Signature and Da	ate: Sasha, S. 7/15		Supervisor Signature and Date: Min	H. 7/15		

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.

Instructions: Capture progress made toward achieving action plan goal.

Follow-up and Status Updates	Attendees	Date
Sasha completed the iPD 5Rs course on 8/17 and provided a copy of her certificate of completion for her personnel file. Sasha reports the course was helpful to have a foundational understanding of all 5Rs and is hoping the community of practice meetings will offer more opportunities to discuss Reflective Dialogues in particular — meetings start next week.	Sasha S. Min H	9/20
Sasha enrolled in the 9/16-17 CLASS training offered by Regional TTA. Sasha attended the optional office hours offered one hour after each training day to ask additional questions. Training materials arrived early so Sasha reviewed the observer's guide to prepare for training. Sasha successfully completed the reliability test and is certified for one year.		
Sasha has scheduled monthly meetings with the Regional TTA Early Childhood Specialist to plan reflective dialogue sessions with staff. The plan is to introduce the team to reflective dialogues with a 1.5-hour training cofacilitated with the ECS during the October team meeting. The ECS will attend the first reflective dialogue session on November 15 <sup>th</sup> in person and the March and June sessions virtually.		
Next Steps:		
<ul> <li>Sasha to develop and facilitate October reflective dialogue training with the Regional TTA Early Childhood Specialist</li> </ul>		
Sasha to create data visualizations for the October meeting using the previous program year data		

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.