



Individualized Professional Development Plan

Action Plan: Head Start Director Staff Example

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

Staff Name: Julian S. (Head Start Program Director)		Supervisor Name: Ryan Y. (ED/CEO)		Date Achieved: 9/06	
				Date Developed: 6/01	
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 checked="" 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 type="checkbox"/> Coursework or training in an area of interest <input checked="" type="checkbox"/> Coaching/Mentoring <input checked="" type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input type="checkbox"/> Other:		
GOAL: To become a highly knowledgeable and proficient Head Start Director.					
Steps needed to achieve this goal		Resources needed (People, materials, financial support)	Timeframe (Realistic time needed to complete step)	Date Completed	
1. To complete a self-assessment (i.e. Leadership Practice Inventory; Birkman Method Assessment; Gallup's Strength Finder).		TTA funding to purchase self-assessment tool Self-assessment tool	Anticipated completion 5 weeks	8/15	
2. Evaluate the results to determine the best strategies to strengthen my leadership skills.		ED/CEO director to discuss results	2 weeks	8/29	
3. Celebrate strengths and consider strengths while developing the action plan, in consideration of areas for growth.		Identify a mentor/coach TTA funding to participate in regional & national conferences, and or attend Leadership academy	1 week	9/6	
Potential Challenges: As a director, finding a coach other than my supervisor to support me in evaluating the results of my self-assessment.					
Date to revisit Goal:	<input checked="" type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input 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: Julian S. 7/25

Supervisor Signature and Date: Ryan Y. 07/27

The IPDP Profile and Action Plan are sample forms. Head Start programs are not required to use them. Regardless of the form used, the intent is to help staff and their supervisor, or a human resource professional 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 Follow-up Notes and Status Updates

Instructions: This form is completed by you and those in attendance to capture progress made toward achieving your career goal.

Follow-up and Status Updates	Attendees	Date
<p>7/27/22 met with Ed/CEO/CFO</p> <ul style="list-style-type: none"> Secured TTA funds to purchase leadership self-assessment and study materials. Review and adjust staffing pattern to allow Julian to attend Directors Institute. Schedule next meeting with Ryan, CEO to review goals: 10/20/2022 (Casey). 	<p>Julian S. Ryan Y. Kyle B.</p>	<p>7/27</p>
<p>8/29/22 ED/CEO</p> <ul style="list-style-type: none"> Discuss results and evaluate next steps to take in order to strengthen leadership skills. Identify coach. Schedule next meeting with Ryan, CEO to review goals, 9/6/22. 	<p>Cameron D, Logan K.</p>	<p>8/29</p>
<p>9/6/22 Ed/CEO/CFO</p> <ul style="list-style-type: none"> Identified Coach. Identify T&TA funding allocated to participate in Regional & National conferences, and or attend Leadership academy. Discussed upcoming training/conference opportunities. Schedule next meeting with Ryan, CEO to discuss progress with coach, 10/10/22. 	<p>Cameron D. Logan K. Kyle B.</p>	<p>9/6</p>

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