



Individualized Professional Development Plan

Action Plan: Home Visitor Example

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

| | | | | |
|--|--|--|--|-----------------------------|
| Staff Name: Juan R. | | Supervisor Name: Stephanie H. | | Date Achieved: |
| | | | | Date Developed: 8/15 |
| 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: Complete the Family Support Professional modules available on Early Educator central, complete the certification exam | | | | |
| Steps needed to achieve this goal | | Resources needed (People, materials, financial support) | Timeframe (Realistic time needed to complete step) | Date Completed |
| Enroll in the Institute for the Advancement of Family Support Professionals (IAFSP) via Kansas University. | | Early Educator Central | By 8/31 | 8/31 |
| Complete the remaining 27 of 63 modules over the course of the program year (Sept-June). | | Wi-Fi hotspot, laptop | Complete 2-3 courses per month | In progress |
| Complete certification exam. | | PD funds to cover the \$150 fee + 3 hours of offsite worktime to take the exam | Complete by June 30 th | Not yet started |
| Potential Challenges: No challenges identified at this time. | | | | |
| Date to revisit Goal: 10/15 | <input 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 checked="" 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: Juan R. 8/15

Supervisor Signature and Date: Stephanie H. 8/15

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.



Individualized Professional Development Plan

Action Plan

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

| Staff Name: Juan R. | | Supervisor Name: Stephenie H. | | Date Achieved: |
|---|--|--|---|-----------------------------|
| | | | | Date Developed: 8/15 |
| Staff meets HSPPS qualifications for job role: <input 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 type="checkbox"/> Coursework or training in an area of interest <input checked="" 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: Join the community of practice made up of program staff also enrolled in the certification program (2 family engagement specialists and 4 home visitors) | | | | |
| Steps needed to achieve this goal | | Resources needed (People, materials, financial support) | Timeframe (Realistic time needed to complete step) | Date Completed |
| Terry (coach) has set up monthly community of practice meetings to review course content and share key messages and resources. | | Conference room reservation | Monthly Sept.-June | In progress |
| | | | | |
| | | | | |
| | | | | |
| Potential Challenges: The schedule of community of practice meetings may conflict with home visits if families need to reschedule | | | | |
| Date to revisit Goal: 10/15 | <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: Juan R. 8/15

Supervisor Signature and Date: Stephanie H. 8/15

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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 |
|--|---------------------------------|--------------|
| <p>Juan has expressed an interest in pursuing college credit in addition to the certification option. So far, he has passed module quizzes in the Institute for the Advancement of Family Support Professionals (IAFSP) program with at least 85% or better. Juan will review the information on the IAFSP website and bring all the information needed to apply to the University of Kansas as a non-degree-seeking student. Successful completion of all 63 modules would earn Juan up to 3 college credits. We will discuss this option in more depth at our next 1:1 meeting. Juan reports that the community of practice is going well – he appreciates that the group keeps each other accountable and that they find themselves talking about the course content even outside of the meetings.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> Juan will bring information on obtaining course credit to next 1:1 meeting in November. Stephanie will bring the credit option to the leadership team and discuss offering it to all participating staff. | <p>Stephanie H. Juan R.</p> | <p>10/15</p> |
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