



Individualized Professional Development Plan

Action Plan: Human Resource Professional Staff Example

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

Staff Name: Larry D. (HR Coordinator)		Supervisor Name: Latoya K. (HR Director)		Date Achieved: 9/19	
				Date Developed: 6/01	
Staff meets HSPPS qualifications for job role: <input type="checkbox"/> Yes <input checked="" 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 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: To become a Human Resource Specialist.					
Steps needed to achieve this goal		Resources needed (People, materials, financial support)		Timeframe (Realistic time needed to complete step)	
		Date Completed			
1. Explore online Human Resource certificate program for HR Specialist position.		Funding (TTA or other means) to enroll in HR management specialist certificate program. Average cost in state of GA is \$2148 and application fee is \$25.		Anticipated completion 07/25	
2. Enroll in online HR Specialist (SHRM®-CP) certificate) program.		Funding (TTA or other means) to enroll in CPA exam preparation.		1 month	
3. Participate in HR Specialist (SHRM®-CP) certificate) courses.		Time allocated for course		8 weeks	
4. Study in preparation for SHRM Certified Professional (SHRM®-CP) certificate) exam.		Time allocated for course Study materials, practice/sample tests, study groups Meet with HR Director for questions while going through exam prep review		2 weeks	
5. Sit for the HR Specialist (SHRM Certified Professional (SHRM®-CP) certificate) exam.		Secure internet			
				Completed 7/25	
				11/2	
				11/23	
				Not yet started	
Potential Challenges: Seeking resources and instructional classes that qualify for (SHRM®-CP) and secure funding to enroll in HR Management specialist certificate programs.					
Date to revisit Goal:		<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: Larry D. 07/27

Supervisor Signature and Date: Latoya K. 07/25

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>7/25 met with HR Director & CEO.</p> <ul style="list-style-type: none"> Larry HR Director & CEO secured tuition funding to (HRM Certified Professional (SHRM®-CP) certificate program. Larry signed employee tuition reimbursement agreement stating he promises to stay with his agency 2 years upon completion of (HRM Certified Professional (SHRM®-CP)) certificate program. If Larry is aware of conditions forfeits the agreement, he will be responsible for paying back the agency. <p>Agreed on next meeting date 9/21.</p>	<p>Larry Duffy Latoya King Fred Newman</p>	<p>7/25</p>
<p>9/21 met with HR Director</p> <ul style="list-style-type: none"> (HRM Certified Professional (SHRM®-CP) certificate coursework nearing completion. Larry reports enjoying the class and has learned a lot. Larry plans to join a (HRM Certified Professional (SHRM®-CP) certificate) study group session two hours in the evenings on Mondays and Thursdays to study independently for the upcoming exam in November. Larry would like to begin shadowing current HR Specialist who is set to retire in June and take on additional roles and responsibilities. <p>Agreed on next meeting date 12/05 with HR Director.</p>	<p>Larry Duffy Latoya King</p>	<p>9/21</p>

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