



# Individualized Professional Development Plan:

## Action Plan: Family Services Staff Example

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

<b>Staff Name:</b> Nita P. has B.A. degree and an interest in data management and research beyond her current family services role.		<b>Supervisor Name:</b> Phillip M.		<b>Date Developed:</b> 4/15	
				<b>Date Achieved:</b>	
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:			Ongoing training and professional development, coaching/mentoring, reflective supervision, and other included in plan:		
<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			<input checked="" type="checkbox"/> Coursework or training in an area of interest <input 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: _____		
<b>GOAL:</b> Learn more about research and data management roles within Head Start programs.					
<b>Steps needed to achieve this goal</b>		<b>Resources needed</b> (People, materials, financial support)		<b>Timeframe</b> (Realistic time needed to complete step)	
Date Completed					
Review the <a href="#">Measuring What Matters resource series</a> on the ECLKC website and complete the <a href="#">Measuring What Matters iPD course</a> to build knowledge about using data in Head Start programs.		Computer/device with internet access		By 6/15	
Identify and conduct informational interviews with two to three research or data management professionals in the Head Start program or community action agency to learn more about their roles, career pathway, and education.		Referrals/introductions from colleagues.		By 7/30	
Shadow a Head Start data management professional for one day to learn more about the role and skills needed.		Agreement from Nita's supervisor and the data management professional's supervisor, as well as protected time to spend a day shadowing.		By 7/30	
Research/gather information about degree and certificate programs in research/data sciences.		Computer/internet		By 7/30	
<b>Potential Challenges:</b> Protecting time to research educational programs and conduct informational interviews.					
<b>Date to revisit</b> Goal: 6/15		<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:** Nita P. 6/15

**Supervisor Signature and Date:** Phillip M. 6/15

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.



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Follow-Up and Status Updates	Attendees	Date
<p>Nita is interested in learning more about data management roles in Head Start programs. She has already received some professional development training and guidance on storing and using child and family data. Nita has completed her review of the Measuring What Matters ECLKC resources and iPD course, and has begun supporting colleagues in using data in their work with children and families. For example, Nita has introduced an agenda item at monthly staff meetings to discuss how staff have shared data with families that month.</p> <p>Nita is considering whether she wants to grow her career in the research or data sciences field and wants to learn more about that career pathway to see if it might be a good fit for her. Nita recently completed an informational interview with the program's data management specialist. She scheduled an informational interview with a researcher from the program's research partner organization for next week. Nita is also in the process of scheduling a third informational interview with a referral from her first interview. She has scheduled a day to shadow the Head Start program's data management specialist at the end of June. Nita has also completed online research about a local degree program she's interested in, and she's in the process of researching an online certificate program in data sciences.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Nita will complete two more informational interviews with professionals in the research/ data science field.</li> <li>• Nita will spend a day shadowing her Head Start program's data management specialist at the end of June.</li> <li>• Nita will complete research on an online certificate program in data sciences.</li> <li>• Nita and Phillip will check-in at their next monthly supervision meeting to discuss what Nita has learned and to explore potential opportunities for Nita within the Head Start grantee agency or community action agency.</li> <li>• Nita and Phillip will also discuss how Nita can continue building her skill set by supporting data activities with the family services team.</li> </ul>	<p>Nita P. Phillip M.</p>	<p>6/15</p>