



# 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> Phillip M. has B.A. degree.		<b>Supervisor Name:</b> Vanessa G.		<b>Date Developed:</b> 5/1	
		<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, and 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> Complete training in trauma-informed practices to build professional skills and capacity/skills in the program.					
<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)	
Complete the training/professional development resources on trauma-informed practices available on the ECLKC website, including the <a href="#">Understanding Trauma and Healing in Adults</a> resource and the iPD course: <a href="#">Supporting Healing and Resilience for Family Services Staff</a> .		Computer/device with internet access		Review online ECLKC materials from 5/1-5/30.	
Register for the local social work school's upcoming six-week continuing education training series on trauma-informed practices.		\$300 registration fee provided by program's PD fund.		Register by 5/5. Training runs from 5/15 - 6/30.	
Attend the weekly Wednesday evening training sessions and complete the weekly training assignments.		Coverage from supervisor to leave the program 30 mins early on those six Wednesdays. One hour of protected work time each Friday afternoon to complete the assignments.		5/15 - 6/30	
Share key takeaways and ideas for trauma-informed practice implementation in the program at the July staff meeting.		Collaborative planning time during reflective supervision meetings.		7/15	
		<b>Date Completed</b>			
<b>Potential Challenges:</b> Balancing the protected time to complete the training with urgent needs that may arise in the program.					
<b>Date to revisit Goal:</b> 7/1		<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:** Phillip M. 7/1

**Supervisor Signature and Date:** Vanessa G. 7/1



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Follow-Up and Status Updates	Attendees	Date
<p>Phillip has completed the ECLKC resources and the six-week training series on trauma-informed practices, including all assignments. The training gave Phillip many good ideas about how to incorporate trauma-informed practices into the Head Start program, especially working with families. Phillip is in the process of cleaning up his notes and key takeaways to share with staff, as well as a PPT presentation to share at the July staff meeting about specific ways to incorporate trauma-informed practices in the program.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Phillip will finish his notes/key takeaways document to share with staff at the 7/15 staff meeting.</li> <li>• Phillip will share his PPT presentation at the 7/15 staff meeting and lead a discussion about ways to incorporate more trauma-informed practices into the program.</li> <li>• During their Aug. reflective supervision session, Phillip and Vanessa will debrief the 7/15 staff meeting and discuss next steps for implementing trauma-informed practices in the program.</li> </ul>	<p>Phillip M. Vanessa G.</p>	<p>7/1</p>