|  |  |
| --- | --- |
| **Name** |  |

**Professional/Personal Goal(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **TIMEFRAME** | **Personal goals: (Optional)****(e.g. May be planning retirement, may be wanting to develop new skills, change careers, major changes to personal life etc)** | **Professional goals:****(e.g. Positional goals, gaining further qualifications, Memberships of Boards, Professional Associations etc)** |
| **Next 12 months** |  |  |
| **Next 3 years** |  |  |

**This Professional Growth Plan was discussed and approved on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual Professional Development Plan Template**

**STRENGTHS AND WEAKNESSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Planned Activities** | **Objective of Development Activity** | **Aligned Professional Development Standard** | **How activity impacts student learning** |
| **Required knowledge/skills**Consider: * required competencies
* job description
* service plans and frameworks
 |  |  |  |  |
| **Strengths**Consider: * your views
* recent tests/appraisals
* other people’s views
 |  |  |  |  |
| **Weaknesses/gaps**Consider: * gaps in knowledge/skills
* changes to systems/services requiring new skills
* what will help you to progress in your role?
 |  |  |  |  |

**Individual Professional Development Plan Activity Log**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Example:* Participated on our curriculum development team. Researched curricula, developed annual scope & sequence for Low Intermediate, assembled curriculum notebook | Jan – Mar 2013 5 team mtgs = 10 hours + 14 hours at home  |  |  |  | (9) 24 PD Hours |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **(1)**Description of professional development activity completed | **(2)**Date(s)/hrs of partici-pation | **(3)**Work-shop/Train-ing | **(4)**Credit course | **(5)**Webinar/Phone-in/Study Circle | **(6)**Confer-ence | **(7)**Self-Study | **(8)**Other |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6.*Click return for more rows.* |  |  |  |  |  |  |  |
| **Total PD Hours** (Total each of columns 3-8) |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| I have completed the professional development activities as described.Teacher Signature Date | I have granted \_\_\_\_\_ professional development hours for the professional development activities described.Manager Signature Date |