Individual Professional Development Plan

Lead Teacher/Provider Name: _____ License #: _____

Date of Program Plan Creation: _____ Develop ID#: _____

Directions for Programs:

- Provide at least ONE goal statement, at least ONE strategy on how to accomplish this goal, and a description of how you know this goal is met. Use included additional pages for multiple goals.
- The plan must cover **at least 12 months**, and each goal must be related to at least ONE KCF Content Area.

Why have an Individual Professional Development plan?

The knowledge, skills, and practices of early childhood educators are important factors in determining how much a young child learns and how prepared they are for entry into kindergarten. Early childhood educators should continually enrich their knowledge and increase their skills in order to implement best practices and increase the quality of their program.

- The Knowledge and Competency Framework is a guide for practitioners to improve and demonstrate their work with children and families.
  - For more information about the KCF, please visit: http://childcareawaremn.org/knowledge-and-competency-framework
- The Individual Training Needs Assessment (ITNA) is a self-assessment tool based on Minnesota's Knowledge and Competency Framework for Early Childhood Professionals. You can use the ITNA to assess your own skills and set professional development goals.
  - To take the ITNA, please login to your Develop account (www.developtoolmn.org) and click on the ITNA tab to begin.

SMART Goals

- As you create your action plan, use the **SMART** model by ensuring all of your goals and action steps are **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and within a specific **T**imeframe.
- Concrete goals will enable you to determine when you have achieved your objectives. Lay out small, reasonable steps. Expecting too much too soon will discourage progress. Divide development activities into small steps that lead to your end goal.

Goal:_____

Example Goal: Increase my Career Lattice Step from a 5 to a 6.

Knowledge & Competency Framework Area(s): *Example goal matches KCF Area VI.*

☐ **I. Child Development and Learning**

☐ **II. Developmentally Appropriate Learning Experiences**

      Specify which subcategory of KCF II: _____

☐ **III. Relationships with Families**

☐ **IV. Assessment, Evaluation and Individualization**

☐ **V. Historical and Contemporary Development of Early Childhood Education**

☐ **VI. Professionalism**

☐ **VII. Health, Safety and Nutrition**

☐ **VIII. Application through Clinical Experiences**

Activities to Reach Goal *How will you accomplish this goal?*	Success! *How will you know that you have met this goal?*	Dates *List the start and end period for the goal ex. Jan 1 – Dec 31, 2017*
Example: Enroll in the MN Child Care Credential	*Example: Once I have received my MNCCC, I can apply for the CDA and then renew my Develop membership.*	*Example: MNCCC courses October 1, 2017 – November 30, 2018. Expected CDA credential March 2019.*

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