



# Program-wide Professional Development Plan

Program Name: \_\_\_\_\_

License #: \_\_\_\_\_

Date of Program Plan Creation: \_\_\_\_\_

Organization 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 multiples goals.
- The plan must cover **at least 12 months**, and each goal must be related to at least ONE KCF Content Area.

## Why have a Program Professional Development plan?

According to NAEYC, “A program has an implementation plan for professional development, including orientations for new staff and credit-bearing course work plan whenever possible. The plan improves staff credentials and competencies” Ideally it is updated at on an annual basis to keep staff’s knowledge current, with opportunities to enhance skills and knowledge.

- A program’s professional development plan is based on needs identified through staff evaluation and from other information from program evaluation processes. To assist with your program plan, we have identified the Knowledge and Competency Framework as 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](http://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: Help prevent child obesity in my program.*

**Knowledge & Competency Framework Area(s):**

- I. Child Development and Learning
- II. Developmentally Appropriate Learning Experiences  
Specify which subcategory of KCF Area 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

*This example would choose IId. Promoting Physical Development And VII. Health, Safety and Nutrition*

<b>Activities to Reach Goal</b> <i>How will you accomplish this goal?</i>	<b>Success!</b> <i>How will you know that you have met this goal?</i>	<b>Dates</b> <i>List the start and end period for the goal</i> <i>ex. Jan 1 – Dec 31, 2017</i>	<b>Staff assigned to this goal/activity</b> <i>(If applicable)</i>
<i>Example: Integrate yoga into daily routine with children</i>	<i>Purchase yoga DVD and add to lesson plans/schedule</i>	<i>Jan 1 – Dec 31, 2017</i>	<i>Staff Member KS</i>

**Goal:** \_\_\_\_\_

*Example Goal: Help prevent child obesity in my program.*

**Knowledge & Competency Framework Area(s):**

- I. Child Development and Learning
- II. Developmentally Appropriate Learning Experiences  
Specify which subcategory of KCF Area 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

*This example would choose IId. Promoting Physical Development And VII. Health, Safety and Nutrition*

<b>Activities to Reach Goal</b> <i>How will you accomplish this goal?</i>	<b>Success!</b> <i>How will you know that you have met this goal?</i>	<b>Dates</b> <i>List the start and end period for the goal</i> <i>ex. Jan 1 – Dec 31, 2017</i>	<b>Staff assigned to this goal/activity</b> <i>(If applicable)</i>
<i>Example: Integrate yoga into daily routine with children</i>	<i>Purchase yoga DVD and add to lesson plans/schedule</i>	<i>Jan 1 – Dec 31, 2017</i>	<i>Staff Member KS</i>

**Goal:** \_\_\_\_\_

*Example Goal: Help prevent child obesity in my program.*

**Knowledge & Competency Framework Area(s):**

- I. Child Development and Learning
- II. Developmentally Appropriate Learning Experiences  
Specify which subcategory of KCF Area 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

*This example would choose IId. Promoting Physical Development And VII. Health, Safety and Nutrition*

<b>Activities to Reach Goal</b> <i>How will you accomplish this goal?</i>	<b>Success!</b> <i>How will you know that you have met this goal?</i>	<b>Dates</b> <i>List the start and end period for the goal</i> <i>ex. Jan 1 – Dec 31, 2017</i>	<b>Staff assigned to this goal/activity</b> <i>(If applicable)</i>
<i>Example: Integrate yoga into daily routine with children</i>	<i>Purchase yoga DVD and add to lesson plans/schedule</i>	<i>Jan 1 – Dec 31, 2017</i>	<i>Staff Member KS</i>