

Sample Planning for Individual Professional Development for [Employee Name]

SCHOOL YEAR
2024 - 2025



To use with Sample Professional Development Plan for a particular employee.

What are your specific goals?	What key skills are needed for each goal?	What skills do you need to develop?	What actions are you going to take?	Target dates for progress review and completion
Become a content expert in the subject I wish to specialize in	<ul style="list-style-type: none"> Advanced professional development and content training in the subject area I wish to specialize in Communication skills Leadership skills Management skills 	<ol style="list-style-type: none"> Expert knowledge Leadership skills 	<ol style="list-style-type: none"> Carry out my own research by reading reports and completing a project of the knowledge I need to achieve this Shadow a current head of subject 	<p>Review: March 2024</p> <p>Completion: September 2024</p>
To make the most of technology use in the classroom	<ul style="list-style-type: none"> Information and Communication Technology and technology knowledge An ability to incorporate technology in my teachings 	<ol style="list-style-type: none"> Knowledge of what technology and software is available and suitable. An ability to understand how to use technology To be able to incorporate technology in my lessons 	<ol style="list-style-type: none"> Talk with colleagues and find out what technology they use in the classroom. Speak to the IT department, or someone with IT knowledge Find and take appropriate training, such as an online course. Hold an informal workshop with colleagues to share knowledge 	<p>Review: November 2024</p> <p>Completion: February 2025</p>
To address the individual learning styles of students have and expand my teaching methods accordingly	<ul style="list-style-type: none"> Knowledge of the different learning styles children have An understanding of what other teaching methods I could use as a pilot study 	<ol style="list-style-type: none"> An understanding of what different learning styles students may have. To be able to deliver broader teaching methods appropriately 	<ol style="list-style-type: none"> Write a review of the most relevant instructional strategies Arrange for an observational visit to another school to see what teaching methods they encourage and how successful they are 	<p>Review: December 2024</p> <p>Completion: April 2025</p>

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Include as many learning needs as required to achieve your agreed-upon objectives for the upcoming year.

Learning and Development Need	Type of Development	Timeline	Who is Responsible?	Comments
<p>Provide a specific description of the desired growth and/or knowledge</p> <p>(e.g. skills gained, knowledge acquired, topics/themes/content covered)</p>	<p>Examples:</p> <ul style="list-style-type: none"> • Course or workshop • Conference • Self-development (research or reading) • Coaching or mentoring • Job shadowing • Project work • Committee membership 	<p>Examples:</p> <ul style="list-style-type: none"> • End of April • To be completed in the next 6 months • Over next 1-2 years 	<p>Examples:</p> <ul style="list-style-type: none"> • Staff member • Manager to arrange • Staff member to work with team and manager 	<p>Examples:</p> <ul style="list-style-type: none"> • Resource requirements • Additional notes
<p>Gain additional skills in Microsoft Excel to increase my knowledge and improve my efficiency in daily tasks</p>	<p>Attend intermediate and high level Excel courses through Microsoft Excel Training. Partner with peer staff to learn new Excel functions</p>	<p>Complete by the end of my next 6-month review period</p>	<p>I will research available coursework in mid or upper-level Excel skills and seek approval from my supervisor. I will find a peer team member to shadow and learn new Excel skills</p>	
<p>Explore my interests in the field of finance, with an emphasis on data analytics</p>	<p>Attend one regional conference and research how my interests in data analytics will specifically enhance my current position</p>	<p>Complete conference and occupational research before the end of my annual summary evaluation discussion</p>	<p>I will research and seek approval to attend the next annual conference and provide a summary to my manager of what the conference provides attendees. I will explore my interests in data analytics and share my findings to my manager</p>	