



Professional Development Planning

A Tool for Afterschool Supervisors

To develop a training plan for your staff, use this tool as a first step toward identifying skills and needs of each individual staff person. This process should be completed during an individual meeting between you and each staff person. Once you have determined all the skills and knowledge each person needs, you can look for commonalities across the entire staff to determine group training. Where there are differences, you can work with each staff person to identify professional development opportunities that are appropriate for him or her.

Staff	Job	Skills/Knowledge Required	Have	Need	Fulfilling Need
Name of staff person	Job title with brief description of job function/responsibilities	What key skills and knowledge are required for this person to successfully fulfill his or her job duties? Refer to list of competencies as a guide.	What key skills and knowledge does this person already have?	What key skills and knowledge does this person still need?	What kind of training and support will help meet this individual's needs? Complete this for any needs that don't overlap with those shared with most of the other staff.

Adapted by You for Youth (<http://y4y.ed.gov>), with permission, from "Professional Development Planning: A Tool for Afterschool Supervisors." Partnership for Afterschool Education: www.pasesetter.com.



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Summary of Needs and Resources for Cohorts of Staff

Shared Staff Needs	Resources
Based on your individual meetings with staff, what are the three highest-priority skills and knowledge needs shared by your staff? (E.g., 70 percent of staff need a better understanding of children’s stages of development, or 80 percent of staff need to learn how to create effective lesson plans.)	What resources can the agency tap into for training, support, and knowledge building for your staff’s high-priority areas of need?

