

**NATIONAL PARTNERSHIP FOR QUALITY AFTERSCHOOL LEARNING**

www.sedl.org/afterschool/toolkits

**AFTERSCHOOL TRAINING TOOLKIT**

**Professional Development Plan**

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**Directions:** Use the following form to indicate professional goals as well as professional development strategies to achieve those goals.

Employee Name: \_\_\_\_\_

Employee Position, Title, and Group/Area: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Date Completed: \_\_\_\_\_

<b>What? Developmental Goal</b>	<b>Why? Reasons Needed</b>	<b>How? Strategy to Achieve Goal (Include resources needed)</b>	<b>When? Target Date</b>
1.			
2.			
3.			

*Examples of Strategies to Achieve Goals:*

- Attend an afterschool conference.
- Take a class at a university.
- Attend a training course.
- Subscribe to a journal or newsletter to stay current on research and activities.
- Visit other afterschool programs.
- Meet regularly with colleagues to discuss teaching and learning.