



# Professional Development Action Plan

Research consistently shows that professional development is an important indicator of quality in early care and education. This research suggests that educated and trained caregivers generally provide more developmentally appropriate, nurturing, and responsive care, resulting in better experiences for children. When you plan your professional development, it allows you to grow your knowledge and skills through meaningful, intentional training and education.

## Individual Information

Individual Name: \_\_\_\_\_ Date Created: \_\_\_\_\_

Job Title:  Program Director  Lead Teacher  Lead Caregiver

Growing Futures Career Pathway Placement: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Goal

Write your goal in the space provided. For more details on how to create a measurable goal, please see the [Bright & Early ND website](#) for additional resources.

## Timeframe

Immediate (0-3 months)  Short Term (3-6 months)  Long Term (6 months-1 year)

## What action steps are needed to achieve this goal?

Action Steps	Person(s) Responsible	Target Date	Status
			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
			<input type="checkbox"/> Not Started <input type="checkbox"/> In Progress <input type="checkbox"/> Completed

## What resources or supports are needed to achieve this goal?

Please provide a detailed description. Examples include specific materials needed, technical assistance required, professional development, etc.

## Goal Review

Date of Review:

- I **know** I achieved this goal because:
- I am **making progress** toward my goal and will keep implementing my PD Action Plan.
- I need to **make changes** to my PD Action Plan to achieve this goal by revising the goal or changing the steps.

## Goal Reflection

Please reflect on the ideas and strategies that you tried. What worked, what did you change, what did you learn during this process?

## Details

### Credentials, Certificates, Diplomas and Training Verification

Growing Futures is the source for training, education, and employment verification. All training must appear on an individual's Growing Futures Learning Record as approved clock hours.

### Turnover in Lead Positions

Programs that are currently in a Bright & Early ND cohort and experience turnover within the 90 days prior to submitting their Quality Standards Inventory must use the Professional Development Action Plan with all newly hired Lead employees. This includes the following positions: Program Director, Lead Teacher or Lead Caregiver.

This allows the newly hired employee time to accomplish the requirements of licensing and those of the program's Bright & Early ND Step goal. This plan is to be completed by the employee and will be used as evidence to verify Professional Development requirements for Bright & Early ND. All goals and action items must be within 1 year of the employee's hire date.