

## Professional Development

### Individual Action Plan

Your Individual Action Plan(s) provides you with a systematic approach for developing and strengthening your current level of knowledge, skill, and experience specific to the standards. The following guidelines are meant to assist you in getting the maximum benefit out of your Individual Action Plan(s).

#### Guidelines for use:

- Review your Individual Assessment.
- Identify your current and desired level of experience in each standard. If you are brand new to the field, it may be unrealistic to reach “Very Experienced” - Level 4, during one review period.
- Select the standard(s) that you would like to work on. Where you identify room for growth based on your scores, we encourage you to visit the related [standards page\(s\)](#) and go to the Learn, Observe, and Perform links where you will find key articles and documents, strategies and models used at other institutions, templates that you can use in your daily work, and more. We encourage you to explore these resources that have been handpicked by leaders in the field to assist you in crafting your Individual Action Plan and guide your professional development.
- Keep an electronic or paper copy of your Individual Action Plan(s) as well as any supporting evidence or artifacts that demonstrate completion of your goal.

## Individual Action Plan

Standard Number: \_\_\_\_\_

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

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

### A. Experience Level

Enter your score from your Individual Assessment for the standard. Then, identify and record your desired level of experience in that standard.

Current Level: \_\_\_\_\_

Desired Level: \_\_\_\_\_

### B. Professional Development Strategies

Identify professional development strategies that will assist you in achieving your goal. It is important that the strategies are specific to your context, environment, etc.

#### *Examples of Professional Development Strategies*

Audit or enroll in academic courses

Participate in case conferences

Attend training workshops

Undertake experiential learning

Join journal clubs

Attend lectures/seminars

Join professional associations

Become a leader in professional associations

Read professional literature

Conduct research

Join study groups

Attend professional meetings

Teach a course

Find a mentor

Seek feedback from colleagues

Be a mentor

Serve as a volunteer

Undertake an annotated literature review

Engage in self-study

Enroll in online courses

Join nonprofit organizations

Find colleagues at other institutions

Join a campus or community committee

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**C. Resources and Support**

Identify the resources and support you need to accomplish your professional development.

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**D. Evidence of Completion**

Identify tangible artifacts that document your completion of this professional development process. Keep electronic or paper copies of this evidence with this Individual Action Plan.

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**E. Evaluation**

How was your current practice enhanced by this professional development process? What did you learn? What will you integrate into your work?

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