Sample Individual Professional Development Plan

Name Ms. LMNOP **Position** Assistant Teacher

Goal	Action Steps	Resources Needed	Completion Date
Obtain 12 clock hours of approved training in order to meet professional dev. requirement for Level 2.	Enroll in I/T Framework #3 (4 hours) Guidance That Teaches (3 hours) Best Care (5 hours)		5/27/09 10/17/08 2/11/09

Supervisor comments:	**Employee comments:**

Supervisor's Signature **Date**

Employee's Signature **Date**

SAMPLE