**Professional Development Plan Worksheet**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Current level** |  |
| **Desired position/level** |  |
|  |
| **List each area/skill team member will work on this year. Identify the current level/rating as well as the target.** |
|  | ***Skill*** | ***Current level*** | ***Target*** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
|  |
| **Describe activities/plans for professional development of the aforementioned skills.** |
|  |

**Check In**

|  |  |
| --- | --- |
| **Date** |  |
|  |  |
| **Describe professional development activities performed thus far.** |
|  |
|  |
|  |
| **List each area/skill team member worked on since last check in along with the target level/rating and a current assessment of the team members level/rating** |
|  | ***Skill*** | ***Current level*** | ***Target*** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
|  |
| **Describe any issues or concerns that should be documented.** |
|  |

**Check In**

|  |  |
| --- | --- |
| **Date** |  |
|  |  |
| **Describe professional development activities performed thus far.** |
|  |
|  |
|  |
| **List each area/skill team member worked on since last check in along with the target level/rating and a current assessment of the team members level/rating** |
|  | ***Skill*** | ***Current level*** | ***Target*** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
|  |
| **Describe any issues or concerns that should be documented.** |
|  |

**Check In**

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| --- | --- |
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| **Describe professional development activities performed thus far.** |
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| **List each area/skill team member worked on since last check in along with the target level/rating and a current assessment of the team members level/rating** |
|  | ***Skill*** | ***Current level*** | ***Target*** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
|  |
| **Describe any issues or concerns that should be documented.** |
|  |