



USING ODJFS' PROFESSIONAL DEVELOPMENT PLAN DOCUMENT

In this guide, we'll explore the document provided by the Ohio Department of Jobs and Family Services (ODJFS) for professional development planning. The tips in this guide will help you outline your individualized performance goal, timeline, and action steps in a way that sets you up for success!

Ohio Department of Job and Family Services
PROFESSIONAL DEVELOPMENT PLAN FOR STEP UP TO QUALITY (SUTQ)

Professional Name	Date of Hire	Date the Plan was Developed/Updated
Position	Area of Specialization/Age Group	
<i>Please note: If your program chooses to complete both the Year One and Year Two sections at the beginning of year one, you will still need to complete an annual update.</i>		
YEAR ONE - Individualized Performance Goal (required for all star rating levels) Annual Professional Development Performance Goal (This includes an activity or action that increases the individual's knowledge in caring for children.)	Timeline	
Action Steps Needed to Support Professional Development Performance Goal		



Scan this QR code with your phone to access the ODJFS Professional Development Plan document online!

1. ANNUAL PERFORMANCE GOAL

YEAR ONE - Individualized Performance Goal (required for all star rating levels)

Annual Professional Development Performance Goal

EXAMPLE: Learn more about embracing individual identity and creating a classroom environment that authentically represents the cultures of the children in the classroom.



Before identifying goal(s), reflect on your performance in your typical work and consider:

- Your individual interest(s)
- Areas of potential growth based on observation

Ask key questions to narrow down your goals:

What developmental age-range of children do you serve?

What types of PD would help you best serve each unique child?

What topics and areas of practice are you curious about?

What aspects of early learning that do you want to better understand?

What types of PD would help you best serve each unique child?

Make sure your goals incorporate aspects of diversity, equity, and inclusion.

Let's be SMART about our goals!

SMART goals should be Specific, Measurable, Attainable, Relevant, and Time-Bound

2. GOAL TIMELINE

Timeline

EXAMPLE: Six (6) weeks
Week 1: Complete online training
Weeks 2-3: Gather resources to apply skill to program
Weeks 4-6: Implement change and monitor impact



When developing a timeline for your professional development goal, consider that:

- Every goal should have a reasonable timeframe
- Professional development is more effective when a topic is explored more frequently over a period time

You'll also need to factor in the resources you need to achieve your goal.

Practice Makes Perfect!

Allow time between professional development trainings to include application and practice of the information and ideas!

3. ACTION STEPS

Action Steps Needed to Support Professional Development Performance Goal

EXAMPLE: In the next month I will attend an in-person training on embracing diversity. Within the next month I will incorporate one change in each learning center throughout the classroom. I will communicate with families and share with my teaching team.



Action steps help you map out a clear path to achieving your goal. When creating action steps, consider:

- Talking to co-workers to get recommendations on classes in areas you're interested in
- Partnering with a Technical Assistance coach from Action for Children to get training recommendations that align with your goals

Continue to regularly reflect on your daily work, incorporating information from PD classes and the resources you need to achieve your goal.

Putting Your Plan Into Action...

1. Break up your professional development throughout the year
2. Review your progress and goals every six months
3. Add calendar reminders for your action steps to stay on track

Action for Children



Need more professional development resources? Check these out!



Action for Children's "Making and Managing Professional Development Plans" series on YouTube



Action for Children's Professional Development Training Tracker tool



Professional Development training opportunities at Action for Children



Email a Professional Development team member at Action for Children

Learn more about professional development trainings at Action for Children! Visit www.actionforchildren.org/PD, email PD@actionforchildren.org, or contact your Action for Children Technical Assistance coach.