

# Appendix B

## Professional Development Plan

### **Appendix B: Professional Development Plan – Phase 1 and Phase 2**

## Appendix B: Professional Development Plan (PDP) Optional

**Purpose:** To select personal opportunities for developing knowledge and skills in alignment with Lane's Strategic Direction.

**Phase 1** is to put your objectives in order (align) them for maximum benefit for you, the department, and the college.

**Phase 2** is about making a workable plan to accomplish your goals; and make sure they match the college's strategic direction. *(For more information on alignment, please reference Lane's Strategic Directions listed on the Lane website or the poster in your workspace.)*

**Instructions:** You will complete Phase 1 and Phase 2

- ✓ Complete performance review with manager
- ✓ Manager will schedule a meeting at least one week past review date to discuss your planning and alignment goals
- ✓ Choose three (3) specific and detailed objectives for coming year
- ✓ **Use the Phase 1 form to identify your goals**
- ✓ **Use the Phase 2 form to document a plan to accomplish your goals**

### Phase 1: Alignment perspective (to assure institutional impact as well as individual growth)

Alignment Perspective			
Performance Objectives... What you intend to do next year?	Departmental Goals... Which departmental goals does your objective align with?	Division/Dept. Specific Factors... What Unit Job Specific Factors will your objective impact?	Lane Strategic Directions... Which of Lane's Strategic Directions will your objective impact? How?
Objective:			Transforming the... <input type="checkbox"/> Students' Lives <input type="checkbox"/> College Organization <input type="checkbox"/> Learning Environment How?
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## Phase 2: Professional Development Action Plan

In Phase 1 you identified what you wanted to accomplish (objectives) and looked to see that your objectives aligned with organizational directions. In Phase 2, you will operationalize your objectives for the year.

- A. State your performance objective and target dates to begin and check progress
- B. Identify action steps to help you reach your objective (what you will do)
- C. Identify professional development experiences that will provide the knowledge and/or skills, to meet your objective
- D. Identify resources you will need to meet your objective – be specific, as this is what you will negotiate with your manager

<b>Performance objective...</b> <i>What you intend to do next year, and when?</i>	<b>Acton Steps</b>	<b>Professional development activities</b> that will help manager meet this objective <i>(What knowledge or experience do you need? What activity will help you get it?)</i>	<b>Resources / Support Needed</b> <i>What resources do you need (i.e., registration costs, travel expenses, release time, etc. – be specific)?</i>	<b>Performance outcomes</b> <b>Complete at the end of the year...</b> <i>Specific progress you made (quantifiable where possible).</i>
<b>Objective:</b> <b>Target date to start:</b>  <b>Target dates to check progress:</b>				
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