

# Individual Professional Development Plan (IPDP)

If you work in early childhood or afterschool, you are required to create an IPDP to show that you reflect upon and plan your professional skills, knowledge, and development. Use the below form to create your IPDP. An example is provided at the bottom of each section.

## SECTION 1: SELF ASSESSMENT

	WHAT DO I ALREADY KNOW? WHAT SKILLS DO I HAVE?	I PLAN TO INCREASE MY KNOWLEDGE OR SKILLS IN EACH OF THESE AREAS:
<b>EXAMPLE</b> HEALTHY AND SAFE ENVIRONMENTS	<b>EXAMPLE</b> <ul style="list-style-type: none"> <li>• Perform safety checks of space indoor/outdoor</li> <li>• Supervise children</li> <li>• Teach and model proper hygiene</li> </ul>	<b>EXAMPLE</b> <ul style="list-style-type: none"> <li>• Understanding more about children’s allergies</li> <li>• Renew my CPR certification</li> <li>• Review my program’s health policies</li> </ul>
<b>CHILD DEVELOPMENT:</b> Promoting Child Development and Learning		
<b>FAMILIES AND COMMUNITIES:</b> Building Families and Community Relationships		
<b>OBSERVING AND ASSESSING:</b> Observing, Documenting, and Assessing to Support Young Children and Families		

	WHAT DO I ALREADY KNOW? WHAT SKILLS DO I HAVE?	I PLAN TO INCREASE MY KNOWLEDGE OR SKILLS IN EACH OF THESE AREAS:
<b>HOW WE TEACH:</b> Using Developmentally Effective Practices		
<b>WHAT WE TEACH:</b> Using Content Knowledge to Build Meaningful Curriculum		
<b>HEALTHY, SAFE ENVIRONMENTS AND NUTRITION:</b> Ensuring Healthy, Safe Environments and Good Nutrition		
<b>PROFESSIONALISM:</b> Growing as a Professional		
<b>PROGRAM ORGANIZATION:</b> Managing and Administering Programs		

## SECTION 2: GOALS, STRATEGIES, & TIMELINE

Identify what you will do next to act upon your Self Assessment to set your professional development **Goals** (only three are required). These are statements that summarize your plans that have observable or measurable results; please be specific about what you plan to accomplish in your work. Your **Strategies** are specific tasks you will complete which will help you accomplish your goals. **Resources** will detail what you need to do it (e.g. web resources, reading material, trainings, etc). Finally, set a **Timeline** for achieving your professional goals (month and year). Keep your IPDP updated recording your progress in **Status**.

GOALS	STRATEGIES	RESOURCES	TIMELINE	STATUS
<p><b>EXAMPLE</b> HEALTHY AND SAFE ENVIRONMENTS</p> <p>Deepen my knowledge about children's allergies and ways to ensure children are safe in my program</p>	<p><b>EXAMPLE</b></p> <p>Review health policies; talk with the director about common health allergies in the program</p> <p>Call the local health department for resources</p> <p>Go online to research the specific allergies</p>	<p><b>EXAMPLE</b></p> <p>Computer time (at library)</p> <p>Phone number of local health department, and VT Family Network – call 211 to find these</p> <p>Time outside of my classroom to review resources</p>	<p><b>EXAMPLE</b></p> <p>December 2018</p>	<p><b>EXAMPLE</b></p> <p>Sept. 17th – called the Health Dept. and they are sending resources</p>
<p><b>Goal #1</b></p>				
<p><b>Goal #2</b></p>				
<p><b>Goal #3</b></p>				

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