

# DESIGNING Your IPDP: ACHIEVEABLE GOALS

The key component of your  
Individual Professional Development Plan  
(IPDP)



**TO NAVIGATE thru this slide show:**



MOVE AHEAD with the  key or SCROLL down

MOVE BACK: with the  key or SCROLL up

# IPDP Goals emerge from...

1. **The self- assessment section** of your IPDP (*what you already know and do / what you wish to learn more about or change*)
2. Your **job description, performance evaluation and program requirements**
3. What you **care about and are committed** to working on. Start your goal with the words: **“I will...”**

You only need to determine **3 goals**.

A goal can cover more than one Core Knowledge Area

# IPDP Goals are S.M.A.R.T.



- **Specific**

I know what to do

- **Measurable**

I will know when I am successful and the goal is met

- **Achievable**

I have the skills, tools and authority to do this

- **Relevant**

I care about this goal and want to meet it; it relates directly to my work with children and families

- **Timely**

The goal is broken down enough so I can achieve it within a year or less



# What do S.M.A.R.T. IPDP Goals look like?

- **Specific**

NO: I will learn about child development

YES: I will identify the progression of typical gross motor development for infants and toddlers

- **Measurable**

NO: I will know how to engage families

YES: I will create a genogram with each family showing the people in the family and how they connect

- **Achievable**

NO: I will observe all the children all the time

YES: I will create and use a child observation system

# What do S.M.A.R.T. IPDP Goals look like (con't)

- **Relevant**

NO: I will meditate everyday

YES: I will incorporate mindfulness techniques into my curricula with children

- **Timely**

NO: I will get my Master Degree in 5 years

YES: I will identify 3 potential institutions where I could earn a Master Degree





# Are these goals S.M.A.R.T.? You Try it!

	YES	NO
<b>I will learn about engaging with families</b>		
<b>I will re-design the block area of the classroom to be accessible to all children</b>		
<b>I will understand infant toddler development</b>		

# S.M.A.R.T.?

# Why or Why not-

	YES	NO
<b>I will learn about engaging with families</b> <i>It not measureable or specific. How will you know when you have met this goal?</i>		X
<b>I will re-design the block area of the classroom</b> <i>It is relevant and achievable in your work as a classroom teacher. It is specific and measurable because you know that success is related to access. It is timely because you can complete it in less than a year.</i>	X	
<b>I will understand infant toddler development</b> <i>This is an ongoing goal that will never be fully achieved</i>		X



# How about these goals? You Try it!

	YES	NO
<b>I will earn my Associate Degree</b>		
<b>I will create family goals</b>		
<b>I will develop and use 4 effective strategies to facilitate team meetings</b>		
<b>I will take trainings</b>		

# More - S.M.A.R.T.? Why or Why not...

	YES	NO
<p><b>I will earn my Associate Degree</b>  <i>If you are close to completing your degree, then this is a SMART goal</i></p>	X	
<p><b>I will create family goals</b>  <i>This is not achievable; only families can create family goals. To make this a SMART goal, it needs to be something you can achieve.</i></p>		X
<p><b>I will develop and use 4 effective strategies to facilitate team meetings</b>  <i>It is relevant and achievable in your work as a director or team leader. It is specific and measurable because you identified 4 effective strategies. It is timely because you can complete it within less than a year. You would need to incorporate how you would measure effectiveness.</i></p>	X	
<p><b>I will take trainings</b>  <i>Attending trainings is a strategy, not a goal. What skills or knowledge do you want to gain as a result of taking the training?</i></p>		X

# A word on **TIMELY** goals



- Goals are **short term actions** you complete in order to make a change. (*I will redesign the block area to be accessible to all children*)
- You should identify a **Month + Year** when you will successfully complete your goal within the year.
- Depending on the goal, after it is met you may continue to do it as part of your job (*assessing and rearranging the block area for accessibility*) or set a new goal. **No goals are “ongoing”.**

# S.M.A.R.T. Goals use S.M.A.R.T. verbs like these (and ~~avoid these~~) “I will....”

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*Implement*

Describe

~~Know~~

~~Understand~~

Collect

*Assess*

Identify

Research

~~Become~~

Use

DESIGN

~~Learn~~

Analyze

Earn

*Facilitate*



**Create**

*Help*

Develop

# Practice!

How might you write S.M.A.R.T. Goals for your IPDP if your interest is...

If your interest is --	Your goal might be
<b>I want to learn more about the life of the refugee family I am working with, both before they came here and now</b>	I will...(do)
<b>I want to understand the autism spectrum and how do I know if a child might have it</b>	
<b>I want to have more resources for families that are available in this community – both services and organizations</b>	

# Your S.M.A.R.T. Goal might be...

If your interest is --	Your Goal might be
<b>I want to learn more about the life of the refugee family I am working with, both before they came here and now</b>	I will research information about Bhutan and identify 4 questions to ask the family
<b>I want to understand the autism spectrum and how I would know if a child might have it</b>	I will identify the red flags for autism and where to refer a family if I have concerns
<b>I want to have more resources for families that are available in this community – both services and organizations</b>	I will create an annotated resource list for families and staff

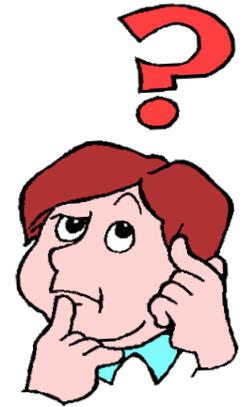
# Some more to consider...

If your interest is --	Your goal might be
I want to incorporate a garden and recycling and cooking with local foods into my program	I will...(do)
I want to understand how best to teach the child in my program who is learning English as another language	
I want to add more physical activity inside in the wintertime	

# Your S.M.A.R.T. Goal might be...

If your interest is --	Your goal might be
<b>I want to incorporate a garden and recycling and cooking with local foods into my program</b>	I will research and construct a small garden with the children, staff and families
<b>I want to understand how best to teach the child in my program who is learning English as another language</b>	I will research, identify and use 5 strategies to support communication of young dual language learners
<b>I want to add more physical activities inside in the wintertime</b>	I will research and use 10 additional physical activities based on the gross motor development and interests of the children

# Who might help you write S.M.A.R.T. goals for your IPDP!



- Your supervisor or director
- A college advisor
- Your mentor
- A skilled and experienced colleague
- An instructor who understands S.M.A.R.T. goals and professional action plans/ IPDPs
- Administrators at programs like Northern Lights Career Development Center



## Remember, when you write S.M.A.R.T. goals for your IPDP...

- Your IPDP will be **more useful and effective.**
- **Review your IPDP regularly** and update your “status” toward meeting each goal.
- When you have completed a goal, congratulate yourself and **set a new goal.**
- An effective IPDP always has **at least one goal in process.**  
As a professional, you are continually learning and developing new skills.

# Other IPDP resources...

The IPDP page of the Northern Lights website has

- Guidance
- Examples
- Forms

<http://northernlightscdc.org/career-pathways/ipdp-individual-professional-development-plan/>



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