

DESIGNING Your IPDP

Creating an effective 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

Choose how to Complete your IPDP

On paper use *one* of these:

- *Northern Lights Core Knowledge Areas* (for anyone)
- *CDA Subject areas* (working on your CDA Credential)
- *VT Agency of Education Standards* (licensed teachers only)

Find them on the Northern Lights website

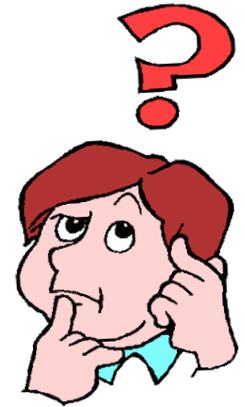
In your **BFIS Quality and Credential Account** RESUME tab - SUMMARY

- See the IPDP page on the Northern Lights website under “Other common IPDP formats.” Find step by step guidance.
- Consider typing your IPDP *then* cut and paste it into BFIS
- You can keep more than one IPDP version in your BFIS Credential account

Northern Lights website: <http://northernlightscdc.org>

Find the IPDP page: put “IPDP” in the SEARCH bar

Who might help you write 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

An IPDP has four parts...

1. **The self- assessment** (*what you already know and do / what you wish to learn more about or change*)



2. **Three Goals** (*specific, measureable, achievable, relevant, timely*)



4. **Strategies and resources** to meet each goal



4. **Timeline** showing the month + year when you plan to meet your goal



When these 4 parts are completed well, your IPDP also shows that you **REFLECTED**

PART 1: IPDP Self- Assessment

Consider:

What does your job require? What did your supervisor suggest?

What's on your mind when you think about work?

What are you good at?

What are your dreams and hopes?

Reflect on

- *what you already know and do*
- *what you wish to learn more about or change*



PART 1: IPDP Self- Assessment

- ❑ Consider each knowledge area (the Core Knowledge Areas)
- ❑ Write something in *every* box of the self-assessment
- ❑ Don't worry about spelling, grammar, full sentences

Vermont Early Childhood and Afterschool Core Competencies – Individual Professional Development Plan (IPDP)

SELF-ASSESSMENT Name: _____ Date: _____ (Page 1 of 2)

	What do I already know and what skills do I have?	I want to increase my knowledge or skills in:
Example: Health, Safety, Nutrition	<ul style="list-style-type: none">• Perform safety checks of space indoor/outdoor• Supervises children• Teach and model proper hygiene	<ul style="list-style-type: none">• Understand more about children's allergies• Renew my CPR• Explore more nutritious cooking projects
Child & Youth Development		
Families and Communities		
Observing and Assessing		
How we Teach/ What we Teach (Curriculum)		
Health, Safety, Nutrition		
Professionalism		
Program Organization		

PART 2: Create IPDP Goals



- Choose **your priorities** from Part 1 of your IPDP:
Self- Assessment
 - Make your goal **specific and measureable** enough so you know when you have met it
 - You should be able to meet each goal **within a year** of when you set it
 - This year's goal can be part of a larger **long-term goal**
 - NOW: *research colleges to attend and financial resources*
 - LATER: *enroll and start taking courses*
-
- ❑ You only need to write 3 goals
 - ❑ Goals can cover more than one knowledge area

PART 2 con't. **Create IPDP goals that 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

SEE the slide show: [DESIGNING ACHIEVEABLE GOALS](#)
on the Northern Lights website IPDP page

PART 2: IPDP Goals go in this column

- ❑ Begin with “I will...”
- ❑ Make goals Specific, Measureable, Achievable, Relevant, Timely
- ❑ Three goals
- ❑ Be able to meet each goal within a year

Vermont Early Childhood and Afterschool Core Competencies - Individual Professional Development Plan (IPDP)

Page 1: Self-Assessment: A) identify 3 Goals; specific, measurable, achievable, relevant, timely B) Strategies: what you will do to meet your goal. Status how you're doing?

Name: _____ Date: _____ (Page 2 of 2)

Resources: needed to implement your strategies, D) Timeline: month + year when you will meet your goal.

Goals I will...	Strategies to accomplish this goal	What do I need to accomplish my goal? (Resources)	Timeline	Status
<p><i>Example:</i> I will be able to describe and correctly address children's allergies in our classroom</p> <p>1.</p>	<ul style="list-style-type: none"> • Review health policies; talk with the director about common health allergies in the program • Call the Child Care Wellness consultant for resources • Go online to research the specific allergies • Call VT Family Network - find parents to talk to • Look in BFIS course calendar for related training 	<ul style="list-style-type: none"> • Computer time (at library) • Time with director • Phone number of local health department, and VT Family Network - call 211 to find these 	January 2018	Sept. 17 th - called the health dept.
2.				
3.				

PART 3: IPDP Strategies and Resources

Consider HOW you will you meet this goal?

- Do I learn by reading or researching
- Do I learn by watching
- Do I learn by doing?
- Do I learn by talking with others?



PLAN and prepare

- What specific materials or resources do I need?
- What time do I need?
- What training or coursework is available to learn this? When?
- Who is a resource?

WRITE specific strategies and resources for each goal

PART 3: IPDP Strategies and Resources

Do your homework so you can -

- Describe specific materials or resources you need
- Identify where you will find the resources or time needed
- Identify the training or coursework you will take and when
- Name a person or organization who can be a resource

Vermont Early Childhood and Family Care School Core Competencies - Individual Professional Development Plan (IPDP)

2. GOALS, STRATEGIES, TIME LINES, and RESOURCES
 Based on page 1: Self-Assessment: A) Identify your goal, C) Resources: needed to implement your goal, D) Timeline: month + year

Name: _____ Date: _____ (Page 2 of 2)

Goals; specific, measurable, achievable, realistic, timely B) Strategies: what you will do to meet your goal. Status how you're doing?

Goals I will....	Strategies to accomplish this goal	What do I need to accomplish my goal? (Resources)	Timeline	Status
Example: I will be able to describe and correctly address children's allergies in our classroom	<ul style="list-style-type: none"> • Review health policies; talk with the director about common health allergies in the program • Call the Child Care Wellness consultant for resources • Go online to research the specific allergies • Call VT Family Network - find parents to talk to • Look in BFIS course calendar for related training 	<ul style="list-style-type: none"> • Computer time (at library) • Time with director • Phone number of local health department, and VT Family Network - call 211 to find these 	January 2018	Sept. 17 th - called the health dept.
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2.				
3.				

PART 4: IPDP Timeline



- Identify a **Month +Year** when you will successfully complete your goal. (*January 2018*)
- Depending on the goal, after it is met you may continue to do it as part of your job or set a new goal, but **no goal is “ongoing”**. (*I continue to rearrange and add new objects to the block area when I see the children are losing interest*)
- Some bigger **goals may have two parts** with two different timelines (*5/2018 research which observation system to use; 7/2018 implement the observation system*)

PART 4: IPDP Timeline

- ❑ Can be met within a year
- ❑ Month + year for each goal
- ❑ No goal is “ongoing”

Vermont Early Childhood and Afterschool Core Competencies – Individual Professional Development Plan (IPDP)

2. GOALS, STRATEGIES, TIME LINE

Based on page 1: Self-Assessment: A) Identify 3 Goals; specific, measurable, achievable, relevant, timely B) Strategies: what you will do to meet your goal, C) Resources: needed to implement your strategies, D) Timeline: month + year when you will meet your goal. Status: how you're doing?

Name: _____ Date: _____

Goals I will...	Strategies to accomplish this goal	What do I need to accomplish my goal? (Resources)	Timeline	Status
<p><i>Example:</i> I will be able to describe and correctly address children's allergies in our classroom</p> <p>1.</p>	<ul style="list-style-type: none"> • Review health policies; talk with the director about common health allergies in the program • Call the Child Care Wellness consultant for resources • Go online to research the specific allergies • Call VT Family Network - find parents to talk to • Look in BFIS course calendar for related training 	<ul style="list-style-type: none"> • Computer time (at library) • Time with director • Phone number of local health department, and VT Family Network – call 211 to find these 	January 2018	Sept. 17 th – called the health dept.
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3.				



Your have completed your IPDP!

1. **The self- assessment** (*what you already know and do / what you wish to learn more about or change*)



2. **Three Goals** (*specific, measureable, achievable, relevant, timely*)



3. **Strategies and resources** to meet each goal



4. **Timeline** showing the month + year when you plan to meet your goal



And you **REFLECTED** on your professional growth and made an action plan!

A final word on IPDPs

- Remember to **review your IPDP regularly** and update your status toward meeting your 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.
- Always put the **date that you wrote or updated your IPDP** so you know it is current (in BFIS this is the “Plan Date”)

Other IPDP resources...



See the IPDP page of the Northern Lights website (Hint: put *IPDP* in the search bar) Find:

- Guidance
- Forms
- Examples

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



<http://northernlightscdc.org>