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](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, measurable, 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
PART 2: Create IPDP Goals

- Choose your priorities from Part 1 of your IPDP: Self-Assessment
- Make your goal specific and measurable 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
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
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”
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, measurable, 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/

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