**Action Plan for Youth Development Practitioners**

This professional development action plan template will help guide your organization through a structured approach to capture strategies for growth and identifying next steps. In addition, generating a well thought out plan will enable you to help teach practitioners how to 1) support employees in assessing their strengths against the Core Competencies 2) help employees create their own professional development plan that is aligned with the vision, mission and direction of the organization and 3) provide ongoing feedback and coaching.

* Review resources in toolkit
* Complete action plan
* Engage in a team discussion

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| **Professional Development Action Plan** | | | | | | | | | | | | | | | | | | |
| **Step 1** | | **List areas of opportunity for improvement (from Core Competencies)** | | | | | | | | **Step 2** | | **List and prioritize goals** | | | | | | |
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| Try to combine or eliminate areas for improvement to generate a manageable list | | | | | | | | | | Try to combine or eliminate goals to produce a manageable list | | | | | | | | |
| **Step 3** | | **Follow the template below for each GOAL** | | | | | | | | | | | | | | | | |
| *Key Strategies* | | | | *Activities / Steps* | | *Responsible Parties* | | *Timeframe / Milestone* | | | | | *Resources Needed* | | *Desired Outcomes* | | *Status* | |
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| **PD Action Plan: Domain III** | | | | | | | | | | | | | | | | | | |
| **Step 1** | | **List areas of opportunity for improvement (from Core Competencies)** | | | | | | | | **Step 2** | | **List and prioritize goals** | | | | | | |
| ***EXAMPLE:***  *Cultivating reciprocal relationships between school and communities*    Combine or eliminate areas for improvement to generate a manageable list | | | | | | | | | | ***EXAMPLE:***  *To make our partnership more valuable, first get all partners focused on program needs.*  Combine or eliminate areas for improvement to generate a manageable list | | | | | | | | |
| **Step 3** | | **Follow the template below for each GOAL** | | | | | | | | | | | | | | | | |
| ***Key Strategies*** | | | | ***Activities / Steps*** | | ***Responsible Parties*** | | ***Timeframe / Milestone*** | | | | ***Resources Needed*** | | | ***Desired Outcomes*** | | ***Status*** | |
| ***EXAMPLE:***  *Convene a meeting with xxx partners, and construct an exercise that demands focus solely on program needs.* | | | | ***EXAMPLE:***   * *Establish meeting date* * *Identify methods for execution* | | ***EXAMPLE:***  *Jane Doe, Director* | | ***EXAMPLE:***  *Complete by November 1, 2015* | | | | ***EXAMPLE:***  *MCPS staff, EBB program staff etc…* | | | ***EXAMPLE:***   * *Partnerships that are program & student centered* * *Integrated Services* * *Community event* | | ***EXAMPLE:***  *In-Progress* | |