



**Sample Professional Development Plan**  
Contracted Staff

Employee Carl Consultant

Job Category SI Consultant

Evaluator Sue Supervisor

Date 11/10/09

Goal Area:            Communications with school staff and parents
Goal Statement:    To increase and improve my coaching skills
Standards/Criteria Addressed:    6a, 6b, 6c, 2f, 7b
<p>Action Statements:</p> <ol style="list-style-type: none"> <li>1. Review my materials from Cognitive Coaching class</li> <li>2. Enroll and participate in 4 Hats workshop on coaching review</li> <li>3. Practice with "study group" of AEA consultants</li> <li>4. Ask supervisor to observe and script some conversations with LEA groups</li> <li>5. Try to be aware of impact more coaching has with parent conversations</li> <li>6. Reflect and keep journal of efforts about once a month</li> </ol>

Employee Signature \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Projected Review Date November 2009

This form is filed with the employee's personnel file in the Human Resources Office.



**Sample Professional Development Plan**  
Contracted Staff

Employee Thelma Therapist

Job Category Physical Therapist

Evaluator Roger Regional

Date 3/12/10

Goal Area:	Data collection
Goal Statement:	To update knowledge and skills for job, especially in record-keeping and performance monitoring
Standards/Criteria Addressed:	2a, 2b, 4d, 5a, 7a
Action Statements:	<ol style="list-style-type: none"> <li>1. Complete an Excel class from GWAEA</li> <li>2. Collect examples from discipline leader or colleagues</li> <li>3. Try out at least one data collection method in fall of next year</li> <li>4. Keep records or log of how it goes</li> <li>5. Share my examples and log with supervisor</li> </ol>

Employee Signature \_\_\_\_\_ Evaluator Signature \_\_\_\_\_

Projected Review Date March 2010

This form is filed with the employee's personnel file in the Human Resources Office.