

## Individual Professional Development Plan Procedures

Staff Development trainings are based on the needs and suggestions that are documented on the **Individual Professional Development Plans (IPDP)**.

All staff is required to fill out a Professional Developmental Plan. The Individual Professional Development Plan is a working document that describes professional goals and ongoing evaluation of professional growth. The (IPDP) form is made on duplex copy paper, a copy is filed in the employee's folder at the center and the original is sent to TTA/CDA Dept.

\*This document helps plan staff training based on staff needs and suggestions.

There is a different form for:

Administration  
Area Managers  
Cooks  
Custodians  
Drivers  
Family Service Workers  
Teacher Aides  
Teachers

**Page 1** (contains 2 sections)

### Section 1

- Requires personal information and educational background.

### Section 2

- Staff selects area of training that they feel would benefit their professional growth.
- Their professional goals for the school year.
- Staff indicates any areas of training they would like on-site mentoring.
- What areas of training they would like included in the next Pre-Service training.

**\*IPDP must be filled out completely.**