

Child Development Associate – Individual Professional Development Plan (IPDP)



The following template has been provided based on the competencies from the CDA Council to assist you in creating your own professional development plan. Using the conference sessions provided in your registration begin to plan your professional development goals for the calendar year. We hope the sessions offered at the conference will assist you in completing your plan. Attach a copy of your conference certificate to your PD Plan if you completed a PD Plan goal.

1. SELF-ASSESSMENT

Name: _____ Date: _____ (Page 1 of 2)

	What do I already know and what skills do I have?	I plan to increase my knowledge or skills in each of these areas by:
<i>Example: Safe and Healthy Learning Environments</i>	<ul style="list-style-type: none"> • Perform safety checks of space indoor/outdoor • Supervise children • Teach and model proper hygiene 	<ul style="list-style-type: none"> • Understanding more about children's allergies • Renew my CPR • Review my program's health policies
1. <u>Safe and Healthy Learning Environments</u>		
2. <u>Physical and Intellectual Development</u>		
3. <u>Social and Emotional Development</u>		
4. <u>Relationships with Families</u>		
5. <u>Program Management</u>		

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6. <u>Professionalism</u>		
7. <u>Observing and Recording Behavior</u>		
8. <u>Child Growth and Development</u>		

2. GOALS, STRATEGIES, TIME LINE

Name: _____

Date: _____

Based on the areas you identified on page 1: Self- Assessment, identify what you will do next. These are your **goals**. They should be specific and clear. **Strategies** should be specific, such as: gathering materials, interviewing specific people, visiting specific places to observe, etc. Add **resources** such as written materials you will read, websites you will explore, funding needed to attend events, etc. Finally think about how long it will take to reach your goal. This is your **timeline** and helps you meet your goal. Put a month and year next to each goal and/or strategy showing when you expect to complete it or check in on your progress; this is the **status**.

Goals	Strategies to accomplish this goal	What do I need to accomplish my goal? (Resources)	Timeline	Status
<p><u>Example:</u> I will understand more about children's allergies</p>	<ul style="list-style-type: none"> • Go online to research the specific allergies • • Research online for Fact Sheets to share with parents and file in program management resources • • Look in HAECC course sessions for related training 	<p>Computer time</p> <p>Create Phone number network of local health department, and community programs that can assist me</p> <p>Attend HAECC conference and Take the Session entitled: Those Pesky Allergies: Recognizing food allergies in my ece program.</p>	<p>January 1- February 1, 2016</p> <p>January 2, 2016</p> <p>April 29th, 2016 Am Session</p>	<p>January 17th – called the health dept. and they are sending resources and samples</p> <p>January 28th Received information and created working Resource File located in classroom on Parent Information wall.</p> <p>Completed Training on Food Allergies- Certificate attached.</p>

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1.				
2.				
3.				