

Steps to Professional Development (PD) Planning

Kentucky Adult Education has developed the following steps to PD planning to familiarize new instructors and program directors with the PD process. Review these steps, print out a copy of the linked resources, and use them to develop your new PD plan on [PDtrack](#). A signed copy of this form indicates individuals completed appropriate steps to PD planning. Signed forms should be on file in staff folders.

1. Review [PD policy](#) with staff.
2. Review and have staff sign this form and then file signed form in staff folder
3. Identify program goal based on analysis of data and KYAE priorities.
4. Identify educators' strengths and weaknesses to determine individual goal(s) that will support the program goal. See the [self-evaluation forms](#) and the [requirements for new and experienced staff](#).
5. Using the [Year at a Glance](#) and the PD offerings on PDtrack, identify activities that support the individual goal(s) and meet the required PDUs. Develop an individual professional development plan on PDtrack. Enter the goal(s) and activities on the PDtrack PD plan. See the [PDtrack user guide](#) located on the help screen.
6. Align and give rationale for each activity so the link to goals is clearly made.
7. Set realistic completion dates for [self-directed activities](#) and PD goals.
8. Submit the PD plan electronically via [PDtrack](#) to supervisor for approval.

Requirements:

9. By October 1, commit and register PD plan. The plan will appear in "active" status on PDtrack.
10. By **May 1**, all SDAs must be complete and corresponding documentation must be on file in the staff folders.
11. By **May 31**, the supervisor will mark the status of all SDAs undertaken by staff as complete or incomplete.
12. During June, check individual PD histories on PDtrack to verify all information is correct. Contact workshop facilitators if there are any questions.

Signature: _____

Date: _____