

**Step 1: Program Director Skills and Knowledge**

Instructions: The following tool is for your use in preparing your PD plan. Your self-assessment will help identify areas of strength and areas that need improvement. Read each of the statements below and rate yourself. Then determine priorities based on your work.

I	Leadership skills	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
1.1	Models professional behavior and requires other staff members to act in a professional manner	1	2	3	1	2	3
1.2	Demonstrates effective interpersonal and communication skills	1	2	3	1	2	3
1.3	Provides for active involvement of all staff and stakeholders in decision-making processes	1	2	3	1	2	3
1.4	Promotes the philosophy, goals and objectives of adult education at local, state and national levels	1	2	3	1	2	3
1.5	Promotes an environment in which cultural and philosophical diversity is valued and appreciated	1	2	3	1	2	3
1.6	Initiates and facilitates change for continuous program improvement and capacity building	1	2	3	1	2	3

II	Instructional leadership	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
2.1	Initiates and monitors the process of curriculum development and supports instructional strategies based on research in adult learning and development	1	2	3	1	2	3
2.2	Conducts and analyzes various needs assessments to determine staff, learner and community needs	1	2	3	1	2	3

III	Resource management and allocation	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
3.1	Applies for basic grant funding through a competitive RFP process	1	2	3	1	2	3
3.2	Identifies and applies for additional funding and/or collaborates with other programs and partners for additional resources	1	2	3	1	2	3
3.3	Effectively develops, manages, and allocates the budget to support the program's mission and goals and to foster continuous program improvement and accountability	1	2	3	1	2	3

IV	Human resources management	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
4.1	Recruits, hires, supports, evaluates, and terminates staff based on established criteria and due process	1	2	3	1	2	3
4.2	Coordinates staff activities to ensure effective program operation	1	2	3	1	2	3
4.3	Establishes and maintains an environment conducive to positive worker morale in a safe work situation	1	2	3	1	2	3

V	Program monitoring, evaluating, and reporting	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
5.1	Establishes clear procedures for collecting, documenting and reporting data in a timely manner	1	2	3	1	2	3
5.2	Monitors and evaluates the program and uses the data for continuous program improvement, professional development, capacity building and accountability	1	2	3	1	2	3

VI	Professional development and practices	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
6.1	Plans, promotes and participates in professional development to meet local, state and national standards	1	2	3	1	2	3
6.2	Provides professional development opportunities based on identified program and staff needs	1	2	3	1	2	3

VII	Community collaboration and building program capacity	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
7.1	Builds relationships and partnerships with various organizations to enhance the availability, quality and delivery of services	1	2	3	1	2	3
7.2	Advertises and promotes program services and availability to build program capacity	1	2	3	1	2	3



### STEP 3: PD Goal Identification

Answering the following questions will help you create your professional goal.

1. From the self evaluation you completed and the area of need you identified in **Step 2**, what is the primary goal you want to achieve in your practice this year? Remember a SMART goal is:

- Specific—*What? Why? How?*
- Measurable—*be able to see progress*
- Attainable
- Realistic—*do-able*
- Timely—*set a timeframe; put an end on your goal*

Write your goal in the space below:

2. Aligning your goal with your program's goal is important to do. How does your goal align with your program's goals?

3. Achieving your goal will help your students accomplish what? Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Enter employment                                       | <input type="checkbox"/> Retain employment             |
| <input type="checkbox"/> Earn a GED   | <input type="checkbox"/> Enter postsecondary education |
| <input type="checkbox"/> Improve math skills                                    | <input type="checkbox"/> Improve reading skills        |
| <input type="checkbox"/> Stay in the program long enough to achieve their goals |  |
| <input type="checkbox"/> Improve job performance                                |  |

Now that you've completed your self-review, you're ready to transfer the information to PDtrack. Go to <https://pdtrack.kyvae.org> and create your plan.

We hope this planning form was helpful.

*KYAE Professional Development Staff*