

Steps to Developing Your Professional Development Plan

1. Determine your professional development needs.

Take a look at the requirements for your position—see what you need in order to maintain your license or CDA. Think about topics that you would like to learn about or explore. Think about what would help you provide high-quality care to the children in your child care setting.

2. Determine your goals.

Use your requirements and interests and think about some goals that you could use to help you reach your end result. Remember, goals should be SMART (Specific, Measurable, Achievable, Realistic and Timely)!

3. Set up your action plan.

This is how you will reach your goals. This includes all the steps that you will need to take in order to complete your goals. This is the time to think about roadblocks and how you will get around them. Set up a timeline for when you will complete each small step in your action plan.

4. Measure your progress.

Along the way, measure how your progress is going. Are you reaching the small goals that you set in your action plan? If not, then reevaluate your plan and make changes. You should be able to measure each step of your action plan.