

Think BIG!

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Think BOLD!

Ignite Success through Professional Development!

**PARTICIPANT WORKSHEET FOR
HOW TO DEVELOP A PROFESSIONAL
DEVELOPMENT PROGRAM PLAN**

**PRESENTED BY LESLIE CARR, COLLEGE OF THE CANYONS
&
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**4CSD CONFERENCE
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Professional Development at Your Campus

MAKE A LIST OF THE EMPLOYEE PROFESSIONAL DEVELOPMENT ACTIVITIES THAT ARE HAPPENING ON YOUR CAMPUS. ACTIVITIES COULD INCLUDE EMPLOYEE TARGETED PROFESSIONAL DEVELOPMENT FOR ALL CONSTITUENT GROUPS OR FOR ONLY ONE GROUP. LIST ACTIVITIES COORDINATED BY YOU AND/OR OTHER DEPARTMENTS/GROUPS ON CAMPUS:



Professional Development Program Plan Worksheet;

USE THE FOLLOWING CHECKLIST TO IDENTIFY AREAS THAT NEED TO BE DEVELOPED. THE PRESENTATION WILL INCLUDE DESCRIPTION AND SAMPLES OF SOME OF THE AREAS DESCRIBED BELOW.

Program Description

OVERVIEW: INCLUDE HISTORY AND DESCRIPTION OF PD PROGRAM, INCLUDING NUMBER OF FLEX DAYS	CURRENTLY HAVE _____	NEED TO DEVELOP _____
MISSION STATEMENT: INCLUDE CORE PURPOSE AND FOCUS OF PD PROGRAM	CURRENTLY HAVE _____	NEED TO DEVELOP _____
LEADERSHIP: INCLUDE ROLES AND BRIEF JOB DESCRIPTIONS	CURRENTLY HAVE _____	NEED TO DEVELOP _____
ORGANIZATION AND STRUCTURE: INCLUDE NARRATIVE OR GRAPHIC DESCRIPTION, E.G., ORGANIZATIONAL CHART	CURRENTLY HAVE _____	NEED TO DEVELOP _____
OFFERINGS: INCLUDE NARRATIVE OR FILLABLE TABLE THAT DEMONSTRATES WAYS THE PROGRAM IS REACHING ALL EMPLOYEE GROUPS. INCLUDE ACTIVITIES LINKED TO STATEWIDE INITIATIVES OR FEDERAL PROGRAMS.	CURRENTLY HAVE _____	NEED TO DEVELOP _____



Program Evaluation (NARRATIVES, CHARTS, AND/OR GRAPHS TO DEMONSTRATE NEED, OUTCOME OR ACTIVITIES COULD BE INCLUDED)

A. HOW DOES THE COLLEGE/DISTRICT ASSESS THE NEEDS OF EMPLOYEES ACROSS THE INSTITUTION?

B. HOW DOES THE COLLEGE/DISTRICT EVALUATE ITS PROFESSIONAL DEVELOPMENT PROGRAM?

C. DATA: NUMBER OF EMPLOYEE PARTICIPANTS, WORKSHOPS, ACTIVITIES LINKED TO STATEWIDE INITIATIVES OR FEDERAL PROGRAMS, ETC. FOR ALL CONSTITUENT GROUPS.



Program Goals (THINK BIG IN THIS AREA! WHAT WILL THE PROGRAM LOOK LIKE? WHAT WILL BE ITS REACH? WHO WILL BE SERVED? HAVE YOUR MAGIC WAND READY – WAVE IT AND WRITE DOWN WHAT YOU’VE BEEN DREAMING ABOUT!)

GOALS FOR NEXT ACADEMIC YEAR (LIST):

LONG-TERM GOALS (LIST):

ACCOMPLISHMENTS FOR CURRENT YEAR (LIST):



Program Budget (USE THIS SECTION TO LIST COLLEGE AND/OR DISTRICT FUNDS DEDICATED TO PROFESSIONAL DEVELOPMENT, INCLUDING OPERATIONAL BUDGET, OR LACK-OF)

COLLEGE/DISTRICTWIDE ¹	
ADMINISTRATORS/MANAGERS	
FACULTY (FT AND PT)	
CLASSIFIED STAFF	
RESOURCES FROM STATEWIDE INITIATIVES, GRANTS OR FEDERAL PROGRAMS	

¹ FOR MULTI-COLLEGE DISTRICTS, FOCUS ON THE FUNDING AVAILABLE FOR EMPLOYEES THAT ARE ASSIGNED TO THE CAMPUS THAT YOU ARE CREATING OR RETOOLING A PLAN FOR



Professional Developer's Questionnaire:

1. DO YOU CURRENTLY HAVE A PLAN? WHAT DOES THE PLAN LOOK LIKE? WHAT STAGE IS IT IN?
2. WHO IS RESPONSIBLE FOR DEVELOPING AND UPDATING YOUR COLLEGE'S PLAN?
3. IS IT SHARED WITH THE CONSTITUENT COMMITTEES FOR THEIR INPUT?
4. WHAT ARE REFERENCE DOCUMENTS THAT YOU COULD USE TO ADD TO OR START THE PLAN? (FOR EXAMPLE COLLEGE GOALS, MASTER PLAN, STATEWIDE INITIATIVES, DECISION MAKING PROCESSES, ORG CHARTS).
5. WHAT ARE SOME BARRIERS TO GETTING STARTED TO RETOOL OR CREATE YOUR COLLEGE'S PLAN?
6. WHAT STRATEGIES WILL YOU USE TO OVERCOME THE BARRIERS DESCRIBED IN QUESTION 5?



Notes:

QUESTIONS? CONTACT US:

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ACCESS TO THIS HANDOUT AND PRESENTATION POWERPOINT IS AVAILABLE ON THE 4CSD WEBSITE AT [HTTP://4CSD.COM/CONFERENCE/](http://4csd.com/conference/) THE PAGES THAT FOLLOW INCLUDE SOME SAMPLE PROFESSIONAL DEVELOPMENT TOOLS FROM COLLEGE OF THE CANYONS AND ORANGE COAST COLLEGE.

ⁱ Worksheet content adopted from the California Community Colleges Chancellor's Office website *Elements of a District/College Professional Development Program Plan* document.