

Child Care Staff Professional Development Plan

Employee Name: _____
Date Plan Created: _____

Position: _____
Supervisor: _____

1. Professional Goal

What skill or knowledge would you like to strengthen this year?
Example: Improve strategies for guiding children’s behavior during transitions.
Goal:

2. Why This Goal Matters

How will this help children, families, or the classroom?

3. Learning Activities

What training or experiences will help you reach this goal?

Activity or Training	Date to Complete	Support Needed

4. Applying What I Learn

How will you use this new knowledge in the classroom?

5. Reflection

What worked well? What did you learn?

6. Supervisor Feedback

Comments or suggestions for continued growth.

7. Completion Review

Employee Signature: _____

Review Date: _____

Supervisor Signature: _____

Review Date: _____