

Three-Year Professional Development Plan

Some sample items and guiding questions are included to help you complete your plan. Delete the questions as you develop each Professional Development Activity. Copy and paste additional tables as needed to complete your Three-Year Professional Development Plan.

Topic #x: Sample Topic	
Goal(s):	<ul style="list-style-type: none"> What are your short-term and/or long-term goals related to this topic? Do your goals align with school, state, and district goals?
Action #1:	<ul style="list-style-type: none"> What steps will you take to achieve your goal(s)? What type/delivery of professional development will be planned/implemented (job-embedded, workshop, online, professional learning community, group work, project-based, mentoring, coaching, video-guided, hands-in/experiential, guest/faculty presenter, classroom gallery walk, etc.)?
	Accountability: <ul style="list-style-type: none"> Who is responsible for this Action?
	Timeline: <ul style="list-style-type: none"> When will the Action be initiated? When will the Action be completed?
	Budget: <ul style="list-style-type: none"> What are the costs of this Action? What is the budget for this Action?
	Resources Needed: <ul style="list-style-type: none"> What resources do you have that will help you plan and implement this activity (technology, materials, research/references, etc.)? What resources do you need?
	Milestones: <ul style="list-style-type: none"> How will progress toward goals be measured? When (and how often) will progress toward goals be measured? Who is responsible for evaluating and documenting progress toward goals? How will assessment results be communicated to stakeholders?
Action #2:	
	Accountability:
	Timeline:
	Budget:
	Milestones:

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