**Adult Basic Education Consortium Professional Development (PD) Plan**

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| **Consortium** |  |
| **Time Period** |  |
| **Consortium Manager** |  |
| **PD Planning Team Members** |  |

**Preparation: Looking at the Data**

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| **Data Reviewed** | **Notes from Data** |
| **NRS Table A** |  |
| **NRS Table 4** |  |
| **NRS Table 4b** |  |
| **Other NRS tables (1-3, 5-13)** |  |
| **State ABE report card** |  |
| **Work plans** |  |
| **Previous consortium PD plan** |  |
| **Staff background characteristics (education, experience, etc.)** |  |
| **Staff PD needs** |  |
| **Individual staff PD plans** |  |
| **Teacher observation reports** |  |
| **Supervisor/peer feedback** |  |
| **Student feedback** |  |
| **Labor market information** |  |
| **Other data:** |  |

**Looking Toward the Future**

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| **Initiatives, Trends, and Outside Factors** | |
| **Local** |  |
| **Regional** |  |
| **State/National** |  |

**Outlining Program Priorities**

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| **Consortium Goals**  What are the consortium’s primary goals? |
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| **Professional Development Needs**  What do staff need to learn or what skills do they need to develop, based on consortium goals, common staff PD needs, and other data reviewed? | **Priority**  Rank the needs listed. |
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| **ABE Consortium Professional Development Plan** | | **Name of Consortium:** |
| **Date Developed** |  | **SMART** professional development objectives are:   * **S**pecific – What? Why? How? * **M**easurable – How will I measure progress & know when I’ve achieved my goal? * **A**ction-Oriented – Can I take actions to accomplish this objective? * **R**ealistic – Is my goal challenging but still possible to achieve? * **T**ime-bound – What is my timeframe for this goal? |
| **Review Dates** |  |
| **Date of Completion** |  |

**Directions:** *Refer to PD needs developed on the previous page. Use the SMART model to develop PD objectives that will address the top-priority needs.*

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| **Professional Development Objectives**  *(What will staff be able to do as a result of participating in PD?)* | **PD Activities**  *(How will you accomplish the objective? What specific activities will prepare staff to meet the objective?)* | **Target Participants**  *(Who will participate?)* | **Target Date**  *(When will the activities take place?)* | **Resources**  *(What resources will help carry out the activities and meet the objectives, including presenters & materials?)* | **Evaluation**  *(How will we know that the objectives have been met?)* |
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