



Professional Development Plan (3 year timeframe)

Name: _____

Date: _____

COPESD Why: To engage learners in ways that foster growth and success.

COPESD Goal for Staff Professional Development: To foster the growth and success of staff to further develop and implement strategic practices that will positively impact students and family engagement in the learning process.

Specific

Meaningful

Attainable

Realistic/Relevant

Timely for the Profession or Organization

[Flowchart of Steps](#)

[Post Approval Form](#)

[Sample PD Plan](#)

[Purchase Card Monthly Transaction Log](#)

[Professional Development Handbook](#)

[Mileage and Expense Reimbursement Form](#)

[PD Prior Approval Form](#)

[Vendor Check Request Form](#) (use if check needed/purchasing card can't be used)

My SMART Goal:

Professional Development Plan

*Update as necessary

Date Goal Created & Updated	Objectives	Time Frame	Professional Learning Activities (Align to Prior-Approval Form)	Outcomes Achieved (Align to Post-Approval Form)	Follow-Up/Next Steps for Implementation

Supervisor Approval Signature:
Date(s):