

# National Collaborative on Workforce and Disability for Youth

## KNOWLEDGE, SKILLS, AND ABILITIES

### PROFESSIONAL DEVELOPMENT PLAN FOR PRACTITIONERS

This planning tool was developed by the National Collaborative on Workforce and Disability for Youth for practitioners to assess their knowledge, skills, and abilities (KSAs), set professional development goals based on this assessment, and track progress towards those goals. This tool is designed to be used with the [KSA Assessment](#) but may also be used with your organization's skill assessment tool. It is advised that practitioners share and periodically review their Professional Development Plan with their supervisor, colleagues, and career advisors.



The items and actions you record here should be **concrete, measurable, achievable, time-specific, and connected to your organization's priorities**. Be sure that the actions below contain these characteristics. *Modifications to this plan may be made at any time during your career. Progress toward goal/actions taken should be recorded at regular intervals (we suggest every 3-6 months). Use a new sheet each time you update your professional development plan.*

## Section 1: Personal Data

<b>Name:</b>	<b>Date plan was created:</b>
	<b>Date last updated:</b>
<b>Current Position within my organization:</b>	
<b>Main responsibilities of my position:</b>	
<b>Two of my greatest professional accomplishments are:</b>	
1)	
2)	
<b>My three areas of professional strength include:</b> <i>(You may insert your three areas of strength identified during the KSA Assessment here.)</i>	
1)	
2)	
3)	

## Section 2: Organizational Priorities & Challenges

<b>A primary youth employment/ development challenge or priority my organization is facing today is:</b>	
<b>My strategy for addressing this challenge or priority is:</b>	
<b>Actions I will take to accomplish this goal include:</b>	1) 2) 3)

## Section 3: Training & Education for Professional Development

Complete the KSA Assessment (or your own organization's assessment) and select three Competency Areas in which you would like to strengthen your KSAs:  
Use the space below to select professional development opportunities to strengthen these areas; professional development may be formal (e.g. on-site training, education courses on-line, a university seminar, or conference) or informal (e.g. reading, job shadowing, or self-defined experiential learning activities).

### Competency Area 1:

Professional development opportunities to strengthen this area:

- 1)
- 2)
- 3)

Progress made/Action taken:

\_\_\_/\_\_\_/\_\_\_:

### Competency Area 2:

Professional development opportunities to strengthen this area:

- 1)
- 2)
- 3)

Progress made/Action taken:

\_\_\_/\_\_\_/\_\_\_:

### Competency Area 3:

Professional development opportunities to strengthen this area:

- 1)
- 2)
- 3)

Progress made/Action taken:

\_\_\_/\_\_\_/\_\_\_:

Strengthening these competency areas will help with my work in the following ways:

Strengthening these competency areas will help with my organization's priorities or challenges in the following ways:

Assistance I will ask for from my supervisor or organization to enhance my professional development includes:

I hereby signify that I am committed to pursuing the achievement of the goals stated in this plan for my professional development.

\_\_\_\_\_  
Signature of Practitioner

\_\_\_\_\_  
Date

I hereby signify that I have reviewed this plan and will support this professional in his/her pursuit of the above stated goals.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date