



## 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.

**S**pecific

**M**eaningful

**A**ttainable

**R**ealistic/Relevant

**T**imely 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):**