ANNUAL PROFESSIONAL DEVELOPMENT PLAN FOR ALL LEVELS OF EMPLOYEES

Forms shall be completed and reviewed annually during the performance evaluation process; copies of forms to be maintained by Employee, Supervisor, and Human Resources.

Classification: [] Executive, Managerial/Professional [] Career Service

- Name: _____ Position Title: _____ Please indicate your areas of development related to improvement of employee performance in the duties and responsibilities of the position held at the College.
- I. ACTIVITIES FOR PROFESSIONAL DEVELOPMENT:
 - 1. Goals for obtaining higher education, certifications, licenses, endorsements, courses or training.

Additional Work or Volunteer Service to the College.

- 2. Local workshops/seminars/conferences planned.
- 3. Relevant state professional development and professional organizations and membership, and leadership roles.
- 4. Service to the College including organizations, committee participation, and other activities and events.
- 5. List other planned activities which may contribute to the College mission.

Employee Signature:	Date:
Reviewed by:	Date:
(Immediate supervisor)	
Approved by:	Date:
(Senior level Administrator)	
Approved by:	Date:
(President)	

(Please note: only forms containing plans to take college courses and/or pursuing a degree need forwarded to the President for signature) Form date: 03/2012