

Fiscal Year \_\_\_\_\_

\_\_\_\_\_  
NAME

**PROFESSIONAL AND PERSONAL DEVELOPMENT PLAN - CLASSIFIED**

1. Activities to improve job performance or expand job scope.
  
2. Planned classes and/or degree program.

**The following items are optional:**

3. Long term professional goals:
  
4. Activities to prepare for another position at the college.
  
5. Activities to promote personal growth and development.
  
6. Planned unpaid leave for a job exchange or education.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Approval (not required)

\_\_\_\_\_  
Date

# INSTRUCTION SHEET

Classified Staff

## Instructions for Staff:

A professional development plan is required of those classified employees who take classes during work time or participate in the Advanced Degree Program. Other employees are encouraged to complete this form in order to expedite requests for staff development funds and to acquaint supervisors with their professional goals. The plan should be **completed each year by June 30** for the following fiscal year. It is suggested that you review your plan with your supervisor but it is NOT required.

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## Instructions for Supervisors:

1. Each classified employee should have the opportunity to prepare a plan, but a plan is required only for those who take a class during scheduled work time, participate in the Advanced Degree Program, or submit other requests for professional development funds.
2. Completed job-related activities may be noted in evaluations.
3. Since the college regards staff development as an opportunity, failure to complete planned activities may not be noted on evaluations, and job related classes or training may be suggested only to correct a problem noted in the evaluation.