**Name: Date:**

Professional development is as a change process in which learners gradually acquire a body of knowledge and skills to improve their Extension work and, ultimately, to enhance intended outcomes. Your Professional Development Plan is a tool to help you reflect on your current skill set and set an intentional plan to achieve your professional development goals for the upcoming year.

**Step 1 -** Review your responses from the PRKC Self-Assessment Survey (you received an email with a link to a summary report of your responses from noreply@qemailserver.com when you completed the survey). List the domain and any specific competencies that you have identified to work on.

**Step 2** – Begin to plan for your professional development needs. Professional development can take place in many different formats- including but not limited to workshops, virtual trainings, conferences, interviews, video tutorials, books, etc. Various sources provide professional development opportunities. Consider the resources listed on this website <http://nj4h.rutgers.edu/4hprkc/> and other traditional opportunities like trainings offered by eXtension, and NAE4-HA. Also consider opportunities like Lynda.com, TED Talks, YouTube, podcasts, blogs.

**Step 3 –** Submit your Professional Development Plan to your supervisor and use this tool to check in with yourself to be sure you are taking time for professional development.

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| **List the three specific competencies in the domain that you would like to work on.** | **List the Professional Development activities/experiences and date scheduled** | **Date of completion** |
| 1. Competency #1 |  |  |
| 1. Competency #2 |  |  |
| 1. Competency #3 |  |  |