

### **Sample** Professional Development Plan

Staff Name: Jane Doe

Position: Infant I Team Leader

Date: August 1, 2010

Development Needs	Objectives	Actions	Date Completed
Parent Communication	Communicate objectively with children’s parents/guardians about daily activities.	Work with team leaders to develop a daily reporting sheet. Complete for infant each day.	
Communication with Infants	Talk with infants frequently, describing what they are experiencing.	Attend training on infant/toddler language development.	
Supporting infants physical development	Placing non-mobile infants in safe activity areas where they can freely explore their environment protected from more mobile children.	Work with team leader to design an environment that provides safe spaces for non-mobile infants.	
Interactions during daily routines	Talk with children about their experiences throughout the day.	Observe colleagues in the infant II and III classes. Complete language development checklist.	
Proper diapering procedure	Follow the posted diapering procedures to minimize the spread of contagious disease.	Attend training on health/safety practices for infants/toddlers.	

**Additional Comments:**

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_