

Board Professional Development Plan

1	2	3	4	5	6	7
Professional Development Need(s)	Priority	Related Module	Action Step(s)	Required Resources	Timeline	Responsible Person

Instructions for Completing the Professional Development Plan:

1. Complete columns 1 and 3 using your Center’s Assessment results
2. Classify each need into an order of priority for your board, with 1 representing the highest priority and each successive number representing a lesser priority
3. Complete columns 4 through 7
 - a. List the step or steps you will take to arrange training for your board on each priority. Steps can include setting a date, identifying a location, contacting your RPTAC, identifying a facilitator, etc.
 - b. List each resource you will need for each development need which may include flipcharts and markers, toolkit, etc.
 - c. Establish a deadline for each action step so that a realistic timeline is created for addressing each need
 - d. Identify who will be the responsible for each need and/or each action step to ensure the training is achieved as close to the timeline as possible.

