

Staff Development Methods to Promote Personal and Professional Development

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Workshop Objectives

As a result of attending this session:

- Participants will learn the importance of professional development for youth workers and how professional development improves program quality.
- Participants will learn how to develop and help staff develop a professional development plan and maintain a professional development record.

What is Professional Development?

The Out-of-School Time Resource Center (OSTRC, 2007) defines OST professional development as activities, resources, and supports that help out-of-school time practitioners work with or on behalf of children and youth. In this context, “practitioners” can be teachers, youth workers, volunteers, teenagers, parents, or other non-staff members, provided that the PD experience transfers to and culminates in supporting OST youth participants.



What form of professional
development do you benefit
from most?

The Value of Professional Development

- Professional development improves program quality
- Professional development improves the quality of service delivered by the staff
- Professional development increases the skill level and competencies of staff
- Professional development benefits the field



What are some of the issues concerning professional development in OST?



Professional Development Planning

Professional development planning is a structured process by which a person reflects upon and plans their own current and future learning and development; either personal development or professional development.

Individual Professional Development Plan(IPDP)

- A professional development plan is an individualized document that is used to record an employee's current training needs or desires and short and long term goals
- It is a written plan for developing knowledge, skills, and competencies that support both
 - The organizations objectives
 - The employees' needs and goals

The Purpose of a Professional Development Plan

- To Improve performance
- To acquire or sharpen professional competencies
- To prepare the employee for positions of changing or greater responsibilities

Benefits of a Professional Development Plan

- As a planning device, the IPDP
 - Helps supervisors and employees to be clear on individual goals and is the basis for input into the organization's training needs assessment and training plans.
- For budget purposes, the IPDP
 - Is used as a tool to determine training needs and financial resources
- As a communication tool
 - Supervisors and employees can discuss career goals and ways to maintain high levels of productivity.

Steps in the development of an IPDP

1. Assessment of current skills and knowledge to establish professional needs
2. Planning the learning
3. Recording the learning
4. Reflecting on the learning
5. Evaluate the learning

Create a Portfolio of Your Accomplishments

Your portfolio could include the following:

- ✓ Resume
- ✓ Job descriptions
- ✓ Yearly appraisals
- ✓ Training certificates
- ✓ Awards
- ✓ Presentations, publications, research