



Professional Learning Planner and Self-Reflection Survey

What to do: Use the staff training checklist, staff survey, and learning schedule in this tool as you work with staff to help them create individual professional learning goals.

Why it matters: Planning for professional learning and growth helps staff members grow, develop, and succeed at work. When program leaders get involved, they can provide important guidance, training, and support.

Tip: Aim to provide professional learning opportunities that meet the needs of both the program and the people who make it work — including you! Consider posting a schedule electronically and sharing it with your staff so that it becomes a living document you can update as needed. Encourage staff to let you know if new training needs and opportunities arise.

Staff Training Checklist

On which topics do staff need training?

- ☐ Collecting data
- ☐ Using data to intentionally design activities
- ☐ Creating project or activity SMART goals to link with content
- ☐ Understanding program goals and how they connect to school-day learning
- ☐ Communicating with teachers and schools
- ☐ Supporting student learning in homework time
- ☐ Understanding academic standards
- ☐ Developing students' 21st century skills (the 4 C's — communication, collaboration, critical thinking, creativity)
- ☐ Understanding and using the 5 C's of positive youth development (competence, confidence, connection, caring, character)
- ☐ Assessing students
- ☐ Engaging students
- ☐ Documenting learning to share with teachers
- ☐ Other: _____

How much time is available, and when, for staff training?

- ☐ During orientation: _____
- ☐ During staff meeting time: _____
- ☐ During program breaks: _____
- ☐ In conjunction with school-day professional learning for teachers: _____
- ☐ At conferences: _____
- ☐ In professional learning sessions scheduled during the year: _____
- ☐ Other: _____

Name: _____ Date: _____



Self-Reflection Survey	
My strengths	
Areas where I've grown	
How I can use my strengths within the program	
My skills and interests	
Three things I did well in the past six months	
A difficult or negative experience I managed to turn into a positive	
A goal I've met in the past year	
A goal I'm working toward	
Resources or support that would help me meet that goal	
My general approach to problem solving, and the strategies I use	
My biggest challenge when trying to solve problems	
New skills I'd like to learn	



Professional Learning Schedule				
Topic	Date	Time	Who Participates	Who Leads

*The strength of the team is each member.
The strength of each member is the team.*

– Phil Jackson

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