**Instructions**

**Educator Professional Development Plan**

You can download and save this document multiple times or you can keep all Educator plans in one file. To duplicate the table: Simply highlight the entire table, copy, and paste onto a following blank page. This can be done as many times as you need to account for all educators in your program.   
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**QUICK TIP - Use the below key commands for easy page duplication:**

**Mac:**

1. Highlight the entire table.
2. [Cmd+C] to copy.
3. Click at the very end of the page and press [Cmd+V] to paste.
4. Paste as many times as you need pages.

**Windows:**

1. Highlight the entire table.
2. [Ctrl+C] to copy.
3. Click at the very end of the page and press [Ctrl+V] to paste.
4. Paste as many times as you need pages.

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| **Educator Professional Development Plan**  Use this chart to write down professional development goals for each educator on your staff. Return to this chart often during the year to reflect on your action steps and progress. | |
| **Educator Name:** | **Creation Date:**  Click or tap to enter a date. |
| **Goal:** | |
| **ACTION STEPS** | **PROGRESS REVIEW** |
| 1. | Date: Click or tap to enter a date.  Completed Steps: |
| 2. | Date: Click or tap to enter a date.  Completed Steps: |
| 3. | Date: Click or tap to enter a date.  Completed Steps: |
| 4. | Date: Click or tap to enter a date.  Completed Steps: |