

**SAMPLE Developing Program PD Plan**

The **Program Professional Development Plan** outlines common learning goals for your staff as a program.

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| **Program Professional Development Plan** | |
| Program Name: Craft Creations Child Care | Plan Creation Date: 7-13-2024 |
| Your Name: Tiana Princess | |
| **SMART Goal:**  By 12-31-2024 teachers will participate in training around integrating math activities into their daily routines and curriculum due to math assessments being low. | |
| **ACTION STEPS** | **PROGRESS REVIEW** |
| 1. Coordinate a math training, through the OEC training calendar, for Preschoolers and one for Infant and toddler development for staff to participate in. | Completed Steps: |
| 1. During a staff meeting discuss what we learned and how we can incorporate those activities into our daily routines. | Completed Steps: |
| 1. Teachers will plan transitions and activities that integrate math concepts through the day and make observations of child progress. | Completed Steps: |
| 1. Preschool teachers will meet separately from I/T teachers in a form of PLC to talk about their activities and implementation and review training materials. (At least once a month.) | Completed Steps: |
| 1. Director will observe implementation and support PLC sessions for ongoing guidance and accountability. | Completed Steps: |