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.

Keeps You Awake at Night (KPAWN)

Concern/Issue	Implications/Considerations/Opportunities	Action Step

Instructions for Completing the KPAWN Action Plan:

- 1. List the concerns and issues that keep you up at night
- 2. List the
 - a. Implications of the concern on your agency or on the board's effectiveness or ability to perform its roles & responsibilities
 - b. Things you must consider as you attempt to address the concern whether it relates to funding, people served, programming, etc.
 - c. New opportunities that may exist because of addressing the issue which could change the way your meetings are held, the frequency of the meetings, available training, new funding, etc.
- 3. Itemize the steps you will take to address the concerns