

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Director of Education
Primary duties	Overseeing Education Department
Work site(s)	

Preparation: Looking at the Data

Please consider these questions before completing the grid on the next page.

List 3 primary challenges you are facing in your adult education work.	Inconsistent federal support for education
	Lack of new immigration to Minnesota
	Addressing staff burnout

My Consortium's PD Goals

What are my consortium's PD goals?

1. Increase SPCLC programs' capacity to use distance learning and increase proxy hours from distance learning.
2. Increase support for new coordinators and managers in SPCLC.
3. Offer additional ways that SPCLC teachers can connect to one another and grow in their practice.

My Work

What are my work priorities in the upcoming year?	Reimagining schedule and structure of a program. Promoting programs to garner new students. Supporting staff through difficult times.
What am I already doing well with my current work?	Monitoring department goals and funding streams. Following department workplan. Leading programs and prioritizing students.

Student Data

What does the data about students tell me (SiD "Level Gains, MSGs, and Post-Test Rates" Report, etc.)?	Programs at IIMN are mostly at or above FY25 numbers. This shows programs are strong despite community struggles. Student retention is high as student numbers drop. The drop in student numbers shows the need for program promotion.
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Additional Factors

What PD priorities do I have?	Addressing staff burnout
Any additional factors to consider in planning my own professional learning?	I organize the in-house professional development for ABE related staff. I have to consider that I will also be contributing to the professional development of over 30 other staff and will need to not cause my own PD burnout.

My Individual Professional Development Plan

Plan Time Period: October 25 – September 26

Please refer to the PD needs and information collected on the previous page.

PD Goals	PD Activities and Resources		Application	Evaluation
What do I need to learn? (Please be detailed.)	How will I learn it?	When?	How do I hope to use or apply what I have learned?	How will I know I've learned it?
Deepen understanding of burnout. Build an understanding of the systemic, organizational, and individual factors contributing to burnout in nonprofit education settings.	Read 2 – 3 evidence-based books or reports on burnout, compassion fatigue, and organizational well-being. Schedule two informational interviews with leaders at similar nonprofits to learn what they've done to reduce burnout.	March – May 2026	Use the information gathered at this stage to influence future practices.	Reduced turnover or fewer signs of burnout among staff. More consistent team performance and morale. Clearer workflows and fewer bottlenecks. Staff report feeling more supported, valued, and heard. Staff voluntarily share that changes have made their work more manageable. Stress-reduction strategies are implemented between classes and appointments.
Strengthen leadership practices that reduce burnout. Develop skills in workload management, trauma-informed supervision, and supportive communication.	Attend trauma-informed supervision training. Attend a workshop on difficult conversations.	October – November 2025	Practice trauma-informed supervision techniques in weekly 1:1s. Map staff responsibilities and identify overload points. Develop a shared agreement on communication norms, response times, meeting expectations, and boundaries with clients.	
Implement sustainable structures that support staff well-being. Create policies, workflows, and team norms that reduce burnout risk.	Facilitate a process-mapping workshops with department staff. Attend a human-centered HR webinar.	July – August 2026	Redesign workflows to reduce unnecessary administrative burden. Test “no-meeting *specific day/time” for 8 weeks. Introduce a monthly “admin cleanup hour” to reduce backlog stress.	
Build a culture of psychological safety and resilience.	Complete psychological safety course. Attend DEI & belonging workshop focused.	May - June 2026	Develop a stress-reduction micro-practices library with short, evidence-based techniques staff	

Foster an environment where staff feel valued, heard, and supported.			can use between classes or appointments.	
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ABE Staff Member Signature

ABE Manager/Supervisor Signature

4/13/2026

Date