

## Adult Basic Education Individual Professional Development (PD) Plan

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|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>           | Minneapolis Adult Education                                                                                                                                                                                                                                                                           |
| <b>Job title</b>      | Program Manager                                                                                                                                                                                                                                                                                       |
| <b>Primary duties</b> | Direct and oversee all operations of Minneapolis Adult Education.<br>Supervise, direct, and support the work of all MPLS staff members.<br>Direct and oversee all operations of Minneapolis Adult Education Consortium.<br>Manage program data and collaborate regularly with fund development staff. |
| <b>Work site(s)</b>   | South Campus and North Campus                                                                                                                                                                                                                                                                         |

### Preparation: Looking at the Data

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

#### My ABE PD Survey Results

|                                                              |                                                                                                |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>List the 3 challenges you mentioned in your PD survey</b> | increase contact hours                                                                         |
|                                                              | encourage students to come to in-person learning if they need it                               |
|                                                              | Improve curricula and strong alignment with state CCRS, Aces, and Northstar content standards. |

#### My Consortium's PD Goals

What are my consortium's PD goals?

1. Increase student contact hours by instituting a variety of strategies including adapting the TVM DL model across the program and consortium.
2. Increase proxy hours
3. Increasing collaboration between the fiscal agent and members and members to members

#### My Work

|                                                           |                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What are my work priorities in the upcoming year?</b>  | My work priorities this coming year will be to build more partnerships with COB's on the Northside of Minneapolis to help build trust for our students to feel comfortable about attending school at NC, due to all of the shootings and unrest.                                                                                       |
| <b>What am I already doing well with my current work?</b> | Building strong relationships with teachers, students and staff so that we can make this program a strong robust program for all that enter our doors. Developed a system for all students who needed technology support, being transparent about any struggles the program was having, building trust among the staff and admin team. |

#### Student Data

|                                                                                                         |                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?</b> | We need to work to increase contact hours over the coming year to remain a viable program. COVID-19 pandemic has had a great impact on all aspects of the program from instruction to intake to pre- and post- testing. This impact is reflected in below average number of contact hours as well as level gains. |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Additional Factors**

|                                                                              |                                                                                                                                 |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| What PD priorities do I have?                                                | Equity, ABE Standards,                                                                                                          |
| Any additional factors to consider in planning my own professional learning? | Make sure that I understand all the trauma that my staff and students are having and be able to relate those trauma to my own . |

## My Individual Professional Development Plan

Plan Time Period: \_\_\_\_\_

| 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?                                                                                              |
| Build a bigger better Adult Diploma Program                                                                                                                           | attending meeting with our AD Coordinator and MDE meetings to understanding what is needs to support the students in getting their AD                                                                                                                      | Fall 2021        | By being extra support to the coordinator and student when a problem comes up and I can resolve it.                                                       | seeing more students show interest and receiving their AD                                                                     |
| Build a better partnership with Community Colleges                                                                                                                    | Set meetings with the colleges and let them know what we need to support our students as they enter into higher ed                                                                                                                                         | Fall 2021        | I hope to use what I have learned out of those meeting to set a tone for our staff and students and getting them prepared on what they need for higher ed | I will know I learned it by seeing more students enter higher ed more prepared and willing to take those more advice classes. |
| How to plan for a return to in person classes while maintaining positive elements of distance learning and increased use of technology and digital literacy component | Making sure that the DL Coordinators and DL Supervisor continue to build a great DL platform for our students, and supporting them in any technology problems they are having. Also keep providing chromebooks, hotspots and any technology that they need | March 2020-until | Building students confidence and supporting them on a burrier that they might think will stop them from attending school.                                 | by seeing our DL class numbers to continue to increase over time.                                                             |

ABE Staff Member Signature

Community Education/Supervisor Signature

## Adult Basic Education Individual Professional Development (PD) Plan

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|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>           | Minneapolis: English Learning Center                                                                                                                                                                                                                                                                           |
| <b>Job title</b>      | Program Director                                                                                                                                                                                                                                                                                               |
| <b>Primary duties</b> | Direct and oversee all operations of the English Learning Center.<br>Supervise, direct, and support the work of all ELC staff members.<br>Manage student testing, new student registration, and educational program development.<br>Manage program data and collaborate regularly with fund development staff. |
| <b>Work site(s)</b>   | ELC                                                                                                                                                                                                                                                                                                            |

### Preparation: Looking at the Data

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

#### My ABE PD Survey Results

|                                                              |                                                                                                |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>List the 3 challenges you mentioned in your PD survey</b> | Increase contact hours through greater distance learning and digital literacy instruction      |
|                                                              | Address internal equity issues of inclusivity and anti-racism.                                 |
|                                                              | Improve curricula and strong alignment with state CCRS, Aces, and Northstar content standards. |

#### My Work

|                                                           |                                                                                             |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>What are my work priorities in the upcoming year?</b>  | strategic planning and direction, specifically in regards to a return to in person classes. |
| <b>What am I already doing well with my current work?</b> | Team leadership and individual staff management.                                            |

#### Student Data

|                                                                                                         |                                                                                            |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?</b> | We need to work to increase contact hours over the coming year to remain a viable program. |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

#### Additional Factors

|                                                                                     |                                                           |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>What PD priorities do I have?</b>                                                | Curriculum and instruction, addressing program inequities |
| <b>Any additional factors to consider in planning my own professional learning?</b> | none at this time.                                        |

## My Individual Professional Development Plan

Plan Time Period: \_\_\_\_\_

*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?<br>(Please be detailed.)                                                                                                                                                        | How will I learn it?                                                                    | When?              | How do I hope to use or apply<br>what I have learned?                                                                                                              | How will I know I've learned it?                                                                                                |
| How to plan for a return to in person classes while maintaining positive elements of distance learning and increased use of technology and digital literacy components                                   | Participation in the technology integration institute                                   | February- May 2021 | Apply learnings to the creation of a plan for fall semester classes at the ELC.                                                                                    | If classes maintain strong elements of technology use and distance learning options are sustained along with in person classes. |
| What a collaborative team leadership model looks like and how it might address leadership gaps at our organization.                                                                                      | Co-leadership training and reading, offered through the Minnesota Council of Nonprofits | Summer 2021        | Apply to help inform search for executive director and a strong team for overall organizational success                                                            | Clear delineation of roles and partnership between OSCS executive director and ELC program director.                            |
| HR best practices to ensure staff members have clear expectations, PD development opportunities, opportunities for advancement, and necessary understanding of the organization's budget and priorities. | Resources from our internal Employee assistance program                                 | Fall 2021          | Create more streamlined hiring, onboarding, and general process documentation, as well as clear descriptions and definitions of all internal procedures for staff. | Creation of an ELC-specific employee handbook.                                                                                  |

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ABE Staff Member Signature

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ABE Manager/Supervisor Signature

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Date

## Adult Basic Education Individual Professional Development (PD) Plan

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|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>           | HH-Pathways Program                                                                                                                  |
| <b>Job title</b>      | Site Managers                                                                                                                        |
| <b>Primary duties</b> | Registration; record verification; testing, data management (including entering and correcting) of SID; respond to students' request |
| <b>Work site(s)</b>   | Hennepin Healthcare - Minneapolis College Pathways program                                                                           |

### Preparation: Looking at the Data

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

#### My ABE PD Survey Results

|                                                              |                                                                            |
|--------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>List the 3 challenges you mentioned in your PD survey</b> | Collecting data, motivating students through online,                       |
|                                                              | alignment between GED assessments and curriculum assignment                |
|                                                              | Provide students with a broader menu of course offerings in CCRS, ACES/TIF |

#### My Consortium's PD Goals

What are my consortium's PD goals?

1. increase students' level gains
2. expand knowledge of curriculum and content standards for all staff
3. Collect, enter and report more accurate program data

#### My Work

|                                                           |                                                                                                                                             |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What are my work priorities in the upcoming year?</b>  | master online testing; increase post-testing rate; provide support to student both in-person and online                                     |
| <b>What am I already doing well with my current work?</b> | providing tech support to online learners; developing supportive relationships with students and collaborating with referring case managers |

#### Student Data

|                                                                                                         |                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?</b> | The data confirms that COVID has profoundly affected students' learning. Although we have been able to pivot to online instruction effectively, the lack of student engagement and progress is disturbing. |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Additional Factors

|                                                                                     |                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>What PD priorities do I have?</b>                                                | Identify and implement strategies for helping students resume in-person instruction as a means of making academic gains. Identify better methods for helping students utilize online platforms. |
| <b>Any additional factors to consider in planning my own professional learning?</b> | Underlying trauma that students may have faced this past year due to Covid 19 and community trauma.                                                                                             |

## My Individual Professional Development Plan

Plan Time Period: \_\_\_\_\_

*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?<br>(Please be detailed.)                                                                                                                                  | How will I learn it?                                                                                                                  | When?                   | How do I hope to use or apply<br>what I have learned?  | How will I know I've learned it?                                                                                |
| How the Score Report in GED Ready and other assessments informs curriculum choices for the student in NRP and other curriculum                                                     | Work with New Readers Press representative to better understand how the scoring translates to curriculum choices                      | Over the course of 2021 | Provide more targeted information                      | When I'm able to confidently assign curriculum to students based on their GED ready scores.                     |
| How to more efficiently enter data into SID and Apricot                                                                                                                            | Work with Minneapolis Consortium and attend trainings on SID<br>Work with PPL data specialist to receive Apricot trainings/in service | Over the course of 2021 | Collect and enter more accurate data for reporting     | When I am able to efficiently enter data and pull reports that more accurately reflect our efforts and outcomes |
| Increase familiarity and use of Statewide Transition courses in SID and the Mpls Consortium's MN Regional Transitions Coordinator to expand course offering for CCRS, ACES and TIF | In services offered through the Minneapolis Consortium and trainings by the MN Regional Transitions Coordinator                       | Over the course of 2021 | Provide a wider menu of options for CCRS, ACES and TIF | When I'm able to direct students to a variety of training outside of those offered at Pathways.                 |

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ABE Staff Member Signature

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ABE Manager/Supervisor Signature

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Date

## Adult Basic Education Individual Professional Development (PD) Plan

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|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>           | Somali Success School                                                                                                                                                                                                                                                                                                   |
| <b>Job title</b>      | Director                                                                                                                                                                                                                                                                                                                |
| <b>Primary duties</b> | The position is responsible for the operations of contracted services, all contracts data maintenance and reporting requirements; database administrator for SID. Work closely with the Executive Director in ensuring external and internal goals are set, achieved, and tracked; also supervised all ABE instructors. |
| <b>Work site(s)</b>   | Somali Success School - 2812 E 26th Street, Minneapolis, MN 55406                                                                                                                                                                                                                                                       |

### My ABE PD Survey Results

|                                                              |                                                        |
|--------------------------------------------------------------|--------------------------------------------------------|
| <b>List the 3 challenges you mentioned in your PD survey</b> | Staff supervision, including assessment and evaluation |
|                                                              | How to delegate work tasks                             |
|                                                              | Budgeting                                              |

### My Consortium's PD Goals

What are my consortium's PD goals?

1. **Conference Participation:** To have all support service staff attend at least one of the following ABE sponsored conferences during the school year: Summer Institute, or Metro Regional.
2. **District Initiatives:** All all instructors participate in a professional development workshop to continuously improve their skills and leadership
3. **Standard and Testing Training:** All new and current staff to participate in at least two professional development training related to **ABE**, CCRS, DL, or Northstar Digital Literacy.

### My Work

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What are my work priorities in the upcoming year?  | Work on increasing funding and creating new services for the program. Also working on building stronger relationships with communities.                                                                                                                                                                                                                                                                         |
| What am I already doing well with my current work? | Continue to build on maintaining a strong working relationship between students and staff; communicate with staff and students clearly and concisely to help build trust in the workplace by being more transparent and having open dialogue: as well as providing a warm school environment. Keep up with the efficacy of post-testing every 40 hours to increase student's chances of achieving a level gain. |

### Student Data

|                                                                                                  |                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)? | The data in SID demonstrates consistent program results, such as level gains, employment, and tracking students' goals. It's also instrumental to monitor if the program is meeting or exceeding the annual goal set for 2018-2019. Track students with no EFL level and those that reach the 40 hours benchmark that needs to be tested. |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Additional Factors

|                                                                              |                                                                                                                                         |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| What PD priorities do I have?                                                | Cross-training with the office staff as well as instructors to gain a better insight and knowledge of their scope of work and position. |
| Any additional factors to consider in planning my own professional learning? | Facilitates the planning, implementation, and monitoring of professional learning opportunities for teachers at Somali Success School.  |



**My Individual Professional Development Plan**Plan Time Period: 2020-2024*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?                                                                                                                                                                        |
| How to successfully supervise staff, following policy and procedures, and HR guidelines.                           | Attending workshops                                                                                                                                                                                          | 2021-2022 and ongoing  | Yearly assessment and evaluation of teachers.                                   | Through self-reflection-when I see improvement as I develop supervisory skills. Improving myself to be a role model for my employees and helps in increasing the productive outcome of my team members. |
| How to delegate work tasks- learning how to be a good leader in understanding my staff's strengths and weaknesses. | Team training- working closely with staff on small projects to build trust and also identify limits to work and produce sufficient resources and support. Keep track of their progress and welcome feedback. | Ongoing-2021           | To empowers the staff to build trust and assists with professional development. | By evaluating staff work and seeing how involved they are in production, and also seeing how they perform without direct supervision.                                                                   |
| Budgeting- How to understand and manage the budget                                                                 | I planned on working closely with the CEO and accountant to build on those skills.                                                                                                                           | Ongoing -starting 2021 | This will be beneficial in understanding the program budget.                    | By the accountant                                                                                                                                                                                       |

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ABE Staff Member Signature

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ABE Manager/Supervisor Signature

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Date



## EMPLOYEE QUARTERLY GOAL SETTING WORKSHEET



|                     |                                |                    |                               |
|---------------------|--------------------------------|--------------------|-------------------------------|
| <b>NAME:</b>        | Manager (sample for narrative) | <b>TITLE:</b>      | GED Program Manager           |
| <b>DEPARTMENT:</b>  | GED                            | <b>SUPERVISOR:</b> | Director of Academic Programs |
| <b>TIME PERIOD:</b> | January 2021                   |                    |                               |

**Copy and paste the table below as necessary to add additional goals. Aim for at least one, and no more than three, per quarter.**

| GOAL                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>What is the goal? Describe it in as few words as possible. The goal is to...</i>                                                                                                                                               |
| Increase student engagement and academic success in online learning.                                                                                                                                                              |
| EXPECTATIONS and/or DELIVERABLES                                                                                                                                                                                                  |
| <i>How will we know you are successful? What will you measure, track or produce to know you've attained your goal?</i>                                                                                                            |
| Measured qualitatively by student survey results.<br>Measured quantitatively by homework completion rates, Canvas metrics, and student retention all increasing.                                                                  |
| ACTION STEPS                                                                                                                                                                                                                      |
| <i>How will you reach this goal? Create at least 3 action steps.</i>                                                                                                                                                              |
| 1. Improve technology onboarding experience, including an expanded Computer Skills and Canvas skills training                                                                                                                     |
| 2. Develop early intervention process for students falling behind                                                                                                                                                                 |
| 3. Facilitate PD opportunities for teachers to increase their knowledge of our online platforms                                                                                                                                   |
| RESOURCES REQUIRED                                                                                                                                                                                                                |
| <i>What resources do you need in order to be successful?</i>                                                                                                                                                                      |
| Professional Development budget<br>Collaboration with E-Learning Assistant and Curriculum Specialist                                                                                                                              |
| WHY IS THIS AN IMPORTANT GOAL?                                                                                                                                                                                                    |
| We are increasing our focus on digital learning for student success – not just in this program, but for future college/vocational/career endeavors. The goal will also further align us with the NorthStar Digital Literacy state |

standards. What's more, increasing engagement will increase student retention. With higher retention comes more credentialed community members.

#### **WHEN ARE THE DELIVERABLES EXPECTED?**

**Action Item 1:** By next cohort New Student Orientations (early April 2021)

**Action Item 2:** Preliminary plans through February cohort, revise and improve for implementation in April 2021.

**Action Item 3:** At minimum, quarterly, at staff professional development days. This will also be supplemented with regional and state PD opportunities through ATLAS, GED.com, and Literacy MN among others. (We will align with our overall professional development plan.)

**Our next quarterly goal setting check-in is scheduled for:** \_\_\_\_\_

I have discussed the above goals, action steps, resources, expectations and deadlines with my manager and have received a copy for my records.

**Employee Signature:** MANAGER **Date:** 1/22/21

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_