

Adult Basic Education Individual Professional Development (PD) Plan

Name	XXXX
Job title	Program Manager
Primary duties	-supervise office staff & teachers -create and oversee budget -hire and terminate office staff & teachers -maintain and create relationship with current and potential partners -oversee ABE programs
Work site(s)	SMSU College Campus, Marshall MN

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.	Leadership development for administrative staff
	Teamwork development
	Grant writing

My Consortium's PD Goals

What are my consortium's PD goals?

1. Build Distance Learning program – enroll all students in at least one online study
2. Meet measurable gains goals
3. Improving the intake process and helping to increase student retention

My Work

What are my work priorities in the upcoming year?	Create and implement a consistent intake process, build and implement a stronger distance learning program, and increase measurable gains.
What am I already doing well with my current work?	Entering data and attendance weekly and running monthly reports to determine which students need to return for post-testing.

Student Data

What does the data about students tell me (SID "Level Gains, MSGs, and Post-Test Rates" Report, etc.)?	If we are meeting, exceeding, or falling behind in our NRS goals and making gains in our Program Improvement Plan.
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Additional Factors

What PD priorities do I have?	Making sure there are distance learning training opportunities for our staff.
Any additional factors to consider in planning my own professional learning?	

My Individual Professional Development Plan

Plan Time Period: July 1, 2026-June 2031

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?
Leadership development for administrative staff	• Summer Institute • South Regional Conference • Community Education Conference	Annually Biannually Biannually	I hope to use and apply what I have learned through overseeing my program.	I will know I have learned from feedback from my staff.
Teamwork development	• Summer Institute • South Regional Conference • Community Education Conference	Annually Biannually Biannually	I hope to use and apply what I have learned through application with my staff.	I will know I have learned from feedback from my staff.
Grant writing	• Professional Development	To Be Determined	I hope to apply what I have learned through grants we apply for.	I will know I have learned from applying for grants.

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date