**West Chester University/Division of Student Affairs**

**Individual Professional Development Plan**

*Created January 2020*

A multitude of professional development opportunities exist within the Division of Student Affairs, the University, and beyond, as detailed within our [Student Affairs Professional Development website](https://www.wcupa.edu/_services/STU/professionalDevelopment/default.aspx). Continual skill enhancement is expected at all levels of staff and professional development goals should follow the SMART (Specific-Measurable-Attainable-Relevant-Timely) model. This worksheet is designed to serve as a catalyst for staff to work toward develop goals and to identify specific actions, experiences, and opportunities to achieve agreed upon goals. Please take time to carefully consider and respond to the categories listed below.

**Professional Competencies**

Please complete the Professional Competency Assessment form then check the box that corresponds with your competency level for each professional competency.

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| **ACPA/NASPA Competencies** | **Foundational**  | **Intermediate** | **Advanced** |
| **Personal and Ethical** **Foundations**  |  |  |  |
| **Values, Philosophy and History**  |  |  |  |
| **Assessment, Evaluation and Research**  |  |  |  |
| **Law, Policy and Governance**  |  |  |  |
| **Organizational and** **Human Resources** |  |  |  |
| **Leadership** |  |  |  |
| **Social Justice and Inclusion**  |  |  |  |
| **Student Learning and Development**  |  |  |  |
| **Technology**  |  |  |  |
| **Advising and Supporting** |  |  |  |

Select the four competencies from the above that you want to improve this year:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Goal Setting**

Using SMART format and the template below, develop three goals for the year that will assist you in developing professionally. You are encouraged to share this and receive feedback from your supervisor.

**SMART Goals**

1. Specific: What exactly will you accomplish?
2. Measurable: How will you know when you have achieved this goal?
3. Achievable: What resources do you have access to (e.g., supervisor, educational opportunities) in order to assist you in reaching this goal?
4. Relevant: Why is this goal significant to your development? To which professional competency does it align?
5. Timely: When will this goal be achieved?

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| **Goal 1:** Present at a conference. |
| **What exactly will you accomplish? (S)**Submit a proposal to present about the WCU co-curricular transcript at the 2021 Delaware Valley Student Affairs Conference |
| **How will you know when you have achieved this goal? (M)**When I receive the confirmation that my proposal was received. |
| **What resources do you have access to (e.g., supervisor, educational opportunities) in order to assist you in reaching this goal? (A)*** I will review the DVSAC website for program submission guidelines.
* I will present with my colleague so that we can share ideas and keep each other on track.
* I will ask my supervisor to offer feedback on the proposal, since he’s an experienced presenter.
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| **Why is this goal significant to your development? To which professional competency does it align? (R)*** Values, Philosophy, and History- I will be contributing to the expansion of knowledge within the field.
* Student Learning and Development- I will be teaching others how to promote student learning through the implementation of a co-curricular transcript program.
* I will also be strengthening my communication and public speaking skills.
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| **When will this goal be achieved? (T)****Today’s Date:** January 24, 2020**Target Date:** September 6, 2020**Start Date:** June 1, 2020**Date Achieved:** |

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| **Goal 1:** |
| **What exactly will you accomplish? (S)** |
| **How will you know when you have achieved this goal? (M)** |
| **What resources do you have access to (e.g., supervisor, educational opportunities) in order to assist you in reaching this goal? (A)** |
| **Why is this goal significant to your development? To which professional competency does it align? (R)** |
| **When will this goal be achieved? (T)****Today’s Date:****Target Date:****Start Date:** **Date Achieved:** |

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| **Goal 2:** |
| **What exactly will you accomplish? (S)** |
| **How will you know when you have achieved this goal? (M)** |
| **What resources do you have access to (e.g., supervisor, educational opportunities) in order to assist you in reaching this goal? (A)** |
| **Why is this goal significant to your development? To which professional competency does it align? (R)** |
| **When will this goal be achieved? (T)****Today’s Date:****Target Date:****Start Date:** **Date Achieved:** |

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| **Goal 3:** |
| **What exactly will you accomplish? (S)** |
| **How will you know when you have achieved this goal? (M)** |
| **What resources do you have access to (e.g., supervisor, educational opportunities) in order to assist you in reaching this goal? (A)** |
| **Why is this goal significant to your development? To which professional competency does it align? (R)** |
| **When will this goal be achieved? (T)****Today’s Date:****Target Date:****Start Date:** **Date Achieved:** |