NORTHWEST INDIAN COLLEGE
PROFESSIONAL DEVELOPMENT PLAN

Northwest Indian College encourages professional development for all employees to enhance skills in a current position, or to develop skills and education to qualify for a position that is within the career path chosen. Any activity, which teaches, enhances, or strengthens a knowledge, skill, ability, or attitude relevant to the employee's current position or to an aspired position, or professional development as is any activity that has direct relevance to or is in support of NWIC vision, mission, philosophy, and goals.

JOB-RELATED

The outcome of an activity in the developmental plan should be an increased or improved knowledge, skill, ability, or attitude which will enhance the professional value and contribution of the individual to the NWIC vision, mission, philosophy, and goals. Consider the individual's job duties, responsibilities, and position description. Determine what additional knowledge or skill would increase or improve effectiveness and the activities necessary to improve.

ACTIVITIES might include (but are not limited to):

- a class, seminar, workshop, conference, or in-service
- a structured mentoring program
- technical courses
- fulfillment of a specific positions educational requirements
- job experience
- continued achievements in higher education

DEVELOPMENT

The "development" in this context should focus on "growth." The activity should result in enhancement of the individual's professional expertise. This expertise could be discipline-specific. The result of completing professional development for faculty will result in step increases and moving into higher columns in the salary schedule.

Opportunities for professional development are available and the employee designing the developmental plan can create an individual plan that offers activities strengthening the future career growth in a defined direction.

ACTIVITIES might include (but are not limited to):

- obtaining degrees in higher education such as BA, MA, PhD.
- enhancing one's education by continuing course study in a field already degreed in
- workshops in leadership
- job experience gained through job shadowing
- career enhancements
- managerial workshops or seminars
- mentorship

STEPS IN DEVELOPMENT OF THE PROFESSIONAL DEVELOPMENT PLAN

I. The employee determines that they have a desire to grow in a chosen career and they are ready to make a commitment to personal and professional growth through development of a structured plan.

II. The employee discusses the desire to develop a professional development plan and the supervisor acts as coach in this process.

III. The employee contacts the Director of Human Resources to meet with him/her and the supervisor, to develop the plan based on the desired outcomes of the employee.

IV. A professional development plan is designed based on the individual's career growth . The plan contains specific activities, and should adequately prepare the employee for the desired outcome. Deadlines are agreed upon for the completion of each phase of the plan.

V. A professional development contract is signed by the employee agreeing to the commitment of activities, deadlines, and achieved outcomes.

VI. Follow-up meetings are scheduled to document the progress the employee has accomplished according to the scheduled plan of activities. The supervisor, employee, and Director of Human Resources are present for the meetings. The employee presents documentation based on current status of results.

VII. Final meeting takes place after the professional development plan has been successfully completed with all of the criteria named being achieved, including educational degrees of completion, certifications, workshops, seminars, job experience.

VIII. A meeting takes place with supervisor, employee, Director of Human Resources and the President of NWIC to present the work that has been completed by the employee. A recommendation from the supervisor is required to enforce the original plan to promote based on the completion of the professional development plan. (if there is such an agreement)

NORTHWEST INDIAN COLLEGE
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

NAME _____

Date of Discussion _____ _____original ____revision

Please print legibly or type all information. All responses must be completed in full.

1 a.) Including your rationale, briefly describe what you would like to achieve by developing a professional development plan.

1 b.) Explain how your plan will align with either your current role or the job requirements of the position you are developing for. (Attach job description)

2.) Will you be enrolled in a college program during the time you are performing the activities for your personalized professional development plan?

College/University _____
Degree _____ Anticipated Completion Date _____
Major _____
Provide rationale for pursuing this degree: _____
_____
_____
_____

College/University _____
Degree _____ Anticipated Completion Date _____
Major _____
Provide rationale for pursuing this degree: _____
_____
_____
_____

3. Provide three goals you would want to achieve and the desired outcome for each.

4. How do you plan to achieve your goals?

5. Additional information you believe to be relevant to your Individual Professional Development Plan.

Signature _____ Date _____

PROFESSIONAL DEVELOPMENT PLAN
AGREEMENT

Name: _____

Plan for ___ year period beginning _____, 20 _
and concluding _____, 20 __

Degree to be awarded: _____ By:
_____

_____ By: _____

Certifications: _____ By: _____

_____ By: _____

Workshops: _____ By: _____

_____ By: _____

Seminars/Conference: _____ By: _____

_____ By: _____

Job Experience: 1) _____ By: _____
Primary responsibility

2) _____ By: _____
Primary responsibility

3) _____ By: _____
Primary responsibility

4) _____ By: _____
Primary responsibility

Portfolio required by completion.