

***Individual Development Plan for Training Program
Coordinators/Administrators***

[Move from stage 1 novice to stage 5 expert]

INSTRUCTIONS: To be completed following your application of the Dreyfus Skill Acquisition Model to the TPAs Competencies. You will be measuring your progress using this model.

1. Consider a particular competency area in your position where you aspire to increase the skills and knowledge in your current role and/or a role to which you aspire.
2. Based on the stage of your skill acquisition level select at least two areas in which you would like to develop. You may focus only on your current role, or you might select one area that applies to your current role and one area that is more aspirational.
3. Write specific goals describing how/what you want to change or improve.
4. Ask yourself: What development priorities will give me the greatest leverage in improving my individual skills and administrative performance?
5. Remember: your 'experience portfolio' is the knowledge, experience, skills and understanding that you have gathered into your toolbox as encountered various problems and situations as you worked through tasks in the program or GME Office. This is what moves you from stage 1 novice to a stage 5 expert.

A. Personal Development Goals

Goal 1

Goal 2

Goal 3

HANDOUT #3

B. Action Steps to Meet Individual Development Goals

Identify what specific steps you will take to reach your goals. Identify what you will start doing, stop doing, continue to do.

I. Plan your actions.

Implement something every day. What situations, people or events signal that right now is the time to put new behaviors into action?

Every time I see the following situations:

What new behavior will I try? Where will I push my comfort zone?

...I will take the following action:

Specific Steps:

Specific Steps:

1.

2.

3.

4.

5.

6.

II. Anticipate obstacles.

WATCH OUT: What barriers can I identify which might hinder me in pursuing my development goals? How can I overcome these barriers?

Obstacle/Barrier

Solution

1.

2.

III. Leverage strengths.

HINT: I have great strengths upon which to draw. Which of my strengths can I leverage to help me achieve my development goals?

| Strength | How will it help me achieve my goals? |
|----------|---------------------------------------|
| 1. | |
| 2. | |
| 3. | |

C: Resources and Support for Achieving Goals

How will I draw on my supervisor, mentor, peers or others to track my progress, gather advice and feedback and support my learning?

Who will I ask to support me? Who do I know who already possesses the competencies I want to build?

With whom should I share my development plan?

D: Accountability

When will I begin taking action to meet my goals?

When do I expect to see significant progress? (Milestone commitments)

How will I evaluate my progress?

How will I update my development strategy and learning plan? When will I review my plan with those who helped me create it?

How will I leverage what I learn?

E. Acknowledgement

What will be the impact of meeting my development goals on me?

How will the Program/GME Office benefit from the changes/improvements I have identified?

How will I celebrate when I meet my goals?
