# Steps for Planning a Professional Growth Plan NAD Education Logo 300 ppi

### Target Professional Growth

* Review best practices and performance standards
* Analyze student achievement data
* Look for correlations between practices and student performance
* Choose Plan Topic
* Determine rational for Topic
* Identify participants if a group plan

### Plan Design

* Establish learner-centered goals
* Design action plan and timeline
* Define methods of evaluation
* Identify resource needs
* Plan evaluation and choose method of sharing results with learning community

### Plan Approval

* Meet with administrator to review plan and have it authorized
* Verify that authorized plan has been sent to NCC Office of Education
* Make sure you have received confirmation from the NCC Office of Education by form of an approval letter
* Determine dates for progress meetings

### Plan Implementation

* Implement action plan
* Conduct progress meetings

### Plan Evaluation

* Summarize growth plan activities
* Share results with the learning community
* Meet with an administrator to confirm completion of the plan (Administrator must sign and date form)

### Reimbursement

* Provide a completed Professional Growth Plan Completion form, including Travel/Expense Voucher

***and original receipts*** to NCC Office of Education for reimbursement up to the limit specified on your approval letter