# Professional Development Plan Template

[TPP Grantee Organization]

Before creating your professional development plan, review the [Professional Development Guidance for TPP Projects](https://rhntc.org/resources/professional-development-guidance-tpp-tier-1-projects) and the example professional development needs and activities below. Then write down your project’s assessment process and professional development needs and activities; this information will make up your plan. You can then incorporate your professional development plan into your TPP project work plan. Add or remove rows in the table below, as needed.

## Assessment Process

*Describe how you will assess what capabilities your project needs to meet its goals and objectives, and how often you will conduct this assessment (e.g., monthly, quarterly, or annually).*

## Professional Development Needs and Activities

| Professional development need | Relevant goal  or expectation | Role of person/people completing the activity | Professional development activity topic and type | Activity timeline | Activity cost | Activity date/location |
| --- | --- | --- | --- | --- | --- | --- |
| *E.g., Facilitators need to become familiar with our project curriculum and how to implement it in their setting* | *E.g., Replicate EBPs with fidelity and quality* | *E.g., Facilitators at implementation partner organizations* | *E.g., Project leadership at our grantee organization will run an in-person training for facilitators* | *E.g., Before the start of this upcoming school year* | *E.g., Project leadership time to create and deliver training (won’t have a significant impact on budget)* | *E.g., We will conduct a separate training in each of the three implementation settings* |
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