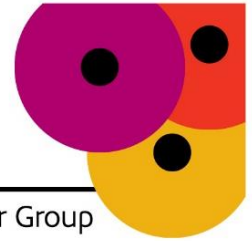


Development Plan for Volunteer Engagement Professionals



JFFixler Group

Current Competencies

Baseline assessment of the professional's current knowledge, abilities, functioning, and accomplishments across core competencies that you or your organization has identified.

Goals and Benchmarks

Once you are clear on the professional's current level of performance, you can – together – choose skills, competencies, and experiences on which to focus. For each focus area, set a goal and some benchmarks along the way so that you can both assess progress toward each goal.

Additional Needs

This is the place to add services or equipment the individual will need to successfully reach the goals you have chosen. These services could include specific items such as special software, assistive devices, special accommodations, and general requests such as transportation and training.

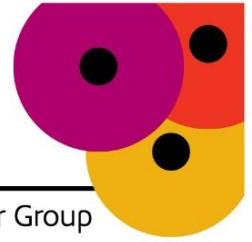
Signatures

A professional receives a very clear message when the development plan requires a signature from organizational leadership.

Updates

We strongly recommend scheduling times when the professional and his or her manager convenes to review progress and revise the plan as needed. However, when and how often you do this may vary. Find the junctures that make sense for the position and your organizational culture. For example, choose the anniversary of the person's service or date of a significant project completion. Strategic opportunities may also present optimal times for an update – and not just during official strategic planning or annual performance reviews.

Development Plan for Volunteer Engagement Professionals



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The Development Plan for Volunteer Engagement Professionals is a tool adapted from the concept of Individualized Education Plans (IEPs). It is designed to aid a professional in identifying his or her career goals and professional development opportunities to meet both the professional's aspirations and the organization's needs. The benefit of using this tool is that the process of completing the tool strategically and intentionally develops staff members in ways that will take the organization to its preferred future while also supporting staff in reaching theirs. We recommend that the professional first complete this form independently and then share it with his or her supervisor for discussion, input, negotiation, and, eventually, agreement.

Professional's Name: _____

Date: _____

Supervisor: _____

Organizational Strategic Priorities: What are the primary priorities for the organization as a whole?

1. _____
2. _____
3. _____
4. _____
5. _____

Departmental Goals/Priorities: What are the priorities and goals for the professional's department in the coming 1 to 3 years?

1. _____
2. _____
3. _____
4. _____
5. _____

Current Competencies/Strengths: What are your current strengths and competencies that will help you achieve the organizational and departmental priorities?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Additional Competencies/Skills needed to fulfill Strategic Goals and Priorities: What skills and competencies could be further developed to enhance your ability to fulfill the organizational and departmental priorities?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Personal Goals and Benchmarks: What are your professional goals as an individual and how would you measure those?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Professional development opportunities: What conferences, trainings, or other professional development opportunities would help you achieve these professional goals and/or build the skills listed above?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Additional Needs: What resources, budget, time, or other support would be needed to achieve the above goals?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Signatures:

Professional: _____

Supervisor: _____

Executive Director: _____

Updates: _____

Date for Next Progress Review: _____