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**Professional Development Planning Template**

There are many different “types” of professional development activities in which out-of-school time (OST) professionals may participate. Below is a sample planning tool based on the types of professional development common to the [youth-serving field](https://www.cyfar.org/sites/default/files/Bowie%202006.pdf), [OECD guidelines for education professionals](https://www.oecd.org/berlin/43541636.pdf) & [EEC professional development types](http://www.eec.state.ma.us/docs1/regs_policies/20120904-policy-professional-development.pdf).

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| **Networks, Communities of Practice, Professional Learning Communities** (e.g. formed specifically for professional development of OST professionals) | **Workshops**(e.g. on subject matter or methods and/or other youth development, education, and/or OST-related topics) | **Conferences/ Seminars** (e.g. at which OST professionals and/or researchers present research results and best practices) | **Qualification Program** (e.g. a degree or certification program) | **Mentoring, Observation, Coaching** (e.g. as part of a formal OST program arrangement) | **Observation Visits to Other OST Programs** | **Self-Guided Study** (e.g. reading professional literature) |
| **Agenda for Children OST offerings** |
| *Communities of Practice*Youth Worker, Staff Leaders, Quality Stewards7-8 sessions x 2 hoursExecutive Directors4 sessions x 2.5 hours*Middle School Network*8 sessions x 2 hours*EL Steam Network*2 sessions x 2 hours | *Training* 2-3 hours/ workshop, 12 workshops  | *OST Symposium* 1.5 hour/ workshop, 8-10 workshops |  | *Quality Improvement System (QIS)*10-30 hours |  |  |
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| **Your and/or other organization offerings** |
| • RAY (Reaching All Youth) |  | • National Afterschool Association conference• Coalition of Schools Educating Boys of Color | • Youth WorkCertificate Training• Youth Work Supervisor Training | • Supervision• Peer Supervision• Staff/ Team meetings• Orientations/ retreats |  |  |