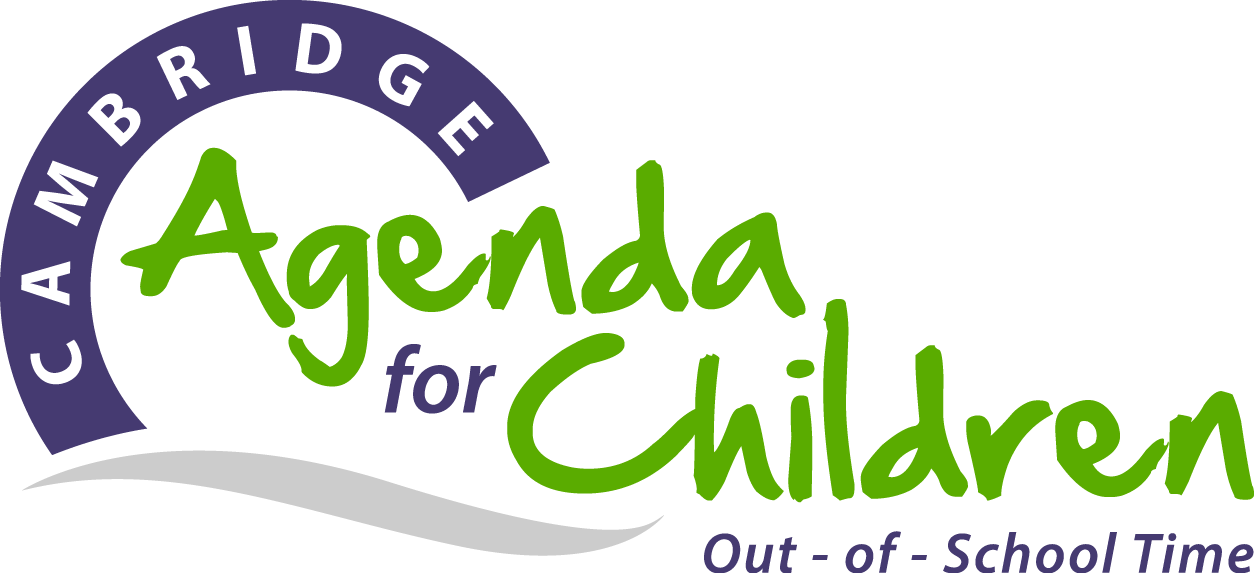
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**Professional Development Planning Template**

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).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 Stewards  7-8 sessions x 2 hours  Executive Directors  4 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 |  |  |
| **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) |
| **Your and/or other organization offerings** | | | | | | |
| • RAY (Reaching All Youth) |  | • National Afterschool Association conference  • Coalition of Schools Educating Boys of Color | • Youth Work  Certificate Training  • Youth Work Supervisor Training | • Supervision  • Peer Supervision  • Staff/ Team meetings  • Orientations/ retreats |  |  |