

A Professional Development Plan (PDP) allows an individual to assess their current strengths and areas of improvement in a format that allows them to record your accomplishments and keep track of continuing educational and skill development needs. Every PDP is unique and reflects the dynamic interaction between the Interpreter and their personal approach to professional goals.

The goal of a PDP is to allow an individual to consider the following questions:

- Where am I now?
- What is my ultimate goal?
- How do I gain the necessary knowledge, skills and abilities?
- How will I know when I have succeeded?

A PDP is a road map that helps keep track of where an individual is now, where they are going, and how they are going to get to their final goal. A PDP allows each person the opportunity to:

- Assume personal responsibility for their own development
- Identify and prioritize goals and objectives
- Provides focus to observations, feedback and learning objectives in specific situations
- Provides a framework for working with peers and supervisors
- Continuing Education coursework can be easily documented and reviewed by supervisors and regulator agencies

When developing a Professional Development Plan (PDP) the items and actions should be concrete, measurable, achievable, and time-specific.

It is important that you record all progress towards, any actions taken, and any modifications made to your PDP. On average you should review your PDP every 3-6 months.

Entries on your PDP will include:

(Note: Form E from the Office includes the following.)

- Goal (knowledge set or skill enhancement)
- Objective
- Steps and/or strategies
- Time frame for each step
- Evaluation of each step/strategy
- Success measures of step/strategy
- Outcomes – what was actually achieved
- Goal completion date
- Comments (These are detailed remarks about what was learned, difficulties encountered obstacles that were overcome, the relevance of the goal, etc.)