The Advisor Training & Development Advising Community Presents:

Tuesday Tea Talk
April 20th, 2021

No Budget, No Problem…
Creating Your Professional Development Plan On A Budget
Overview

• Upcoming Tuesday Tea Talks

• Creating a Professional Development Plan (PDP)

• Where to look for professional development opportunities on a budget

• Open discussion
Upcoming Tuesday Tea Talks

• **May 18\textsuperscript{th} at 2 pm (EDT)** – Transitioning From Remote Start to an Unknown Campus

• **August (date and time TBD)** – Share the wealth: Expectations and Experiences with sharing information obtained through professional development

• **September (date and time TBD)** – What is Advising? And how do the skills utilized in advising transition to other career opportunities.

• **October (date and time TBD)** – Best practices for DEI training for new advisors and ongoing training for experienced advisors
Creating a PDP

• Why create a PDP?
  – To prioritize what you want to learn and how you want to grow and develop personally and professionally
  – To show a commitment to lifelong learning and document what you learn and accomplish
  – To hold yourself accountable
  – To help contribute to an annual performance review process
  – Can be a piece of your overall advising portfolio

• Use the NACADA core competencies to guide learning priorities

• PDP tool found through NACADA [HERE](https://example.com)
# Toles Individual Professional Development Plan

<table>
<thead>
<tr>
<th>TIMEFRAME</th>
<th>Personal goals: (Optional) (e.g. May be planning retirement, may be wanting to develop new skills, change careers, major changes to personal life etc.)</th>
<th>Professional goals: (e.g. Positional goals, gaining further qualifications, Memberships of Boards, Professional Associations etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next 12 months</td>
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<tr>
<td>Next 3 years</td>
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This page is for your personal use.
## Individual Professional Development Plan

### STRENGTHS AND WEAKNESSES

<table>
<thead>
<tr>
<th>Required knowledge/skills</th>
<th>Planned Activities (Conference, webinar, training, professional journals, etc.)</th>
<th>Objective of Development Activity</th>
<th>Planned Completion Date</th>
<th>Actual Completion Date</th>
</tr>
</thead>
</table>
| Required knowledge/skills | Consider:  
• required competencies  
• job description |                                                |                         |                        |

<table>
<thead>
<tr>
<th>Strengths</th>
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</table>
| Consider:                  | your views  
• recent tests/appraisals  
• other people's views |                                                  |                         |                        |

<table>
<thead>
<tr>
<th>Weaknesses/gaps</th>
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</table>
| Consider:                  | gaps in knowledge/skills  
• changes in requirements/systems/services  
• new skills  
• what will help you to progress in your role? |                                                |                         |                        |
## Individual Professional Development Plan Activity Log

<table>
<thead>
<tr>
<th>Description of professional development activity completed</th>
<th>Date(s)</th>
<th>Type of activity (Workshop, conference, credit course, webinar, self-study, other)</th>
<th>Cost</th>
<th>Source of funding (self, FDO, Teles)</th>
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</thead>
<tbody>
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</tbody>
</table>

I have completed the professional development activities as described.

<table>
<thead>
<tr>
<th>Instructor Signature</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
</table>

Individual Professional Development Plan
Where to Look for Professional Development Opportunities

**NACADA**

- Advising Communities and Regions: listservs, social media groups, blogs
  - Reach out to chairs to introduce yourself and offer to volunteer based on your interests

- Clearinghouse

- NACADA Next Week emails

- Adventures in Advising podcast: [https://nacada.ksu.edu/Programs/Adventures-in-Academic-Advising.aspx](https://nacada.ksu.edu/Programs/Adventures-in-Academic-Advising.aspx)
Where to Look for Professional Development Opportunities

NACADA (continued)

– Write for NACADA: blog, journals, etc.
  • Global writing days: https://nacada.ksu.edu/Resources/Research-Center/Writer-Support/Global-Writing-Days.aspx
  • Example: Region 2 Best Practices blog

– Sign-up to be a proposal reader based on area(s) of interest

– Submit a proposal to present at a conference, drive-in, etc.
Where to Look for Professional Development Opportunities

At Your Institution

– Your advising unit
  • learn from others and facilitate group sharing opportunities
    – Plan a retreat for the group (i.e. wellness focus, professional development focus)
    – Form a book club to read and discuss books or scholarly articles around advising
    – Advising Buddies programs (peer feedback)

– Human Resources department
  • Is there a learning & development point of contact?
  • If so collaborate with them on creating workshops for advisors
    – Examples: Advising 101, StrengthsFinder session for advisors
Where to Look for Professional Development Opportunities

At Your Institution (continued)

– Safe space training through an office of diversity, equity, and inclusion

– Be an advisor for a student organization

– Present at a university-wide advising day or other monthly workshops

– Connect with other professional staff and faculty through affiliate groups (i.e. new parents group)
Where to Look for Professional Development Opportunities

At Your Institution (continued)

- Use tuition remission (if available) to take courses or programs

- Help with advising assessment

- Technology trainings offered by your IT department
  - To keep up with changes in technology or enhance your advising practices

- Learn from your students!!!
  - Discover new career fields based on student interest
Where to Look for Professional Development Opportunities

Miscellaneous

- Collaborate with colleagues and friends from other institutions
- Seek out mentee/mentor opportunities through mentorship programs
- Open sources like EdX or LinkedIn learning
- Your alma mater: connect via Alumni Relations, Career Services
- Start writing or update your personal advising philosophy
  - This is a great reflective tool that reaffirms why you advise
  - Can be used if you are nominated for an award or if you are seeking an advising job opportunity
Discussion Prompts

• What low or no-cost professional development have you participated in?

• How do you incorporate professional development time into your work schedule?

• How do you determine what is a valuable professional development opportunity?
Sources

• Toles Individual Professional Development Plan

Feel free to contact me with any questions!

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