

VISTA PROFESSIONAL DEVELOPMENT PLAN



Host Site _____ **Date** _____

VISTA _____ **Supervisor** _____

The Professional Development Plan is used to assist VISTAs in setting important, realistic, professional, and personal goals for their term of service. One of the goals of the Alliance is that VISTAs develop life skills that support their goals during service and next steps. This tool will help the Alliance and Host Site Supervisors support members in their service. Please complete then review this plan with your Supervisor, and email or fax a signed copy to your VISTA Leader at the Alliance.

Setting SMART Goals

- 1) Develop 2-4 SMART goals that align with your service as a VISTA. Possible skill areas could include; Professional skills, Anti-Poverty Skills, Life After AmeriCorps, etc. For more information about writing SMART goals, see 'Developing SMART Goals' sheet.
- 2) Work with your Site Supervisor to agree on the goals and identify what they and others can do to support you.
- 3) Email or Fax (651-528-8588) your completed, signed Professional Development Plan to your VISTA Leader.
- 4) Check in with your Site Supervisor and VISTA Leader about progress on your goals throughout the year.

VISTA SMART Goals	Support needed	How will you demonstrate or apply what you learned?	Estimated # of hours counted towards this goal
<p><i>Example</i> Skill area: Life After AmeriCorps</p> <p><i>I will connect with 3 youth focused non-profit organizations in Minnesota to set up 3 informational interviews with a staff member by January 2016 to explore different career paths in my life after AmeriCorps.</i></p>	<p><i>Names of suggested organization and staff members to connect with</i></p>	<p><i>I will update my Supervisor in our meeting on January 15th</i></p>	<p><i>3 hours (1 hour for each meeting)</i></p>

Promise Fellow SMART Goals	Support needed	How will you demonstrate or apply what you learned?	Estimated # of hours counted towards this goal
Skill area:			
Skill area:			
Skill area:			
Skill area:			

Total # of estimated service hours counted in this professional development plan _____

Signatures:

VISTA

Date

Supervisor

Date