



## Professional Development Plan

PD 01

### Instructions

1. All ministers should complete an annual Professional Development Plan in accordance with the following specification.
2. Clergy should discuss a draft of this plan with their Professional Supervisor.
3. Retain a copy for your records and update it as necessary.

Name of minister

For year  
commencing  
day/ month/ year

### GOALS

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Goals associated  
with my ministry  
role

My personal  
development  
goals

### ACTION PLAN

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Mandatory  
component

Additional  
components,  
including assessed  
development and  
training needs

Minister  
signature, date



# Record of professional development

PD 02

Name.....Year.....

<b>Date</b> The date the activity was undertaken	<b>Activity</b> The name of the event/activity	<b>Provider</b> List the name of the provider	<b>Method</b> The learning method as described in the guidelines	<b>Hours</b> Number of hours spent in this professional development activity	<b>Learning need</b> What learning need or professional development requirement was this activity linked to?	<b>Evaluation</b> Did the activity help you meet this learning need? Yes/No? If 'no' the learning need should be reviewed
<i>dd/mm/yy</i>	<i>Attended Diocesan clergy workshop</i>	<i>Diocese of...</i>	<i>Face-to-face workshop</i>	<i>4</i>	<i>Annual compulsory boundaries, ethics, child safety, domestic and family violence training workshop</i>	<i>Yes – session described latest changes to legislation</i>
<i>dd/mm/yy</i>	<i>Undertook Masters Subject</i>	<i>XX Theological College</i>	<i>Intensive lecture mode, assessed course work</i>	<i>30</i>	<i>Chaplaincy skills</i>	<i>Yes – subject enabled me to upskill as a school chaplain via course input, case studies and reflective essay</i>

Attach additional pages of the record as required.

Attach copies of any results, certificates, 500-word reflections on each item of professional reading/ listening/ viewing.



## How-to Guide

# Creating a Professional Development Plan

- For this task you should ideally have a list of capabilities (core and other competencies, skills, knowledge and behaviours) provided by your diocese, church or employer.
- Use your own notepaper or computer to prepare for this task. Note: A SMART activity is one that is Specific, Measurable, Achievable, Realistic, and Timed.

STEP 1	STEP 2	STEP 3
<p>Analyse your current ministry role.</p> <p>Which capabilities (competencies, skills, knowledge and behaviours) are critical to success in this role?</p> <p>List them in order of importance.</p>	<p><b>Development</b> Identify the areas where your capabilities need to grow to match what is needed. You could use your own personal reflection along with information from your own past role reviews or other feedback you have received. The mandatory development areas are pre-listed. List up to 3 other areas where you need to develop further.</p> <p><b>Enhancement</b> Now identify capabilities which are your areas of strength from the list under Step 1. Are there strengths that you would like to enhance even further? List one or two.</p>	<p>In a table like the one below, identify ways you can develop and/ or find suitable training in the areas listed in Step 2.</p> <p>Refer to the list of professional development methods in the guidelines for ideas.</p>

Critical capabilities listed in order of importance	Development—Mandatory	Capability to be developed or enhanced	SMART Activity	Outcome/ Measure
	<p><i>[For example: Professional responsibilities and boundaries, ethics in ministry, child safety and domestic and family violence]</i></p>	<p><i>[Respond to parish family violence]</i></p>	<p><i>[August 2022: Read a recent Australian book on the drivers of family violence, such as Jess Hill's 'See what you made me do?' and prepare a reflection to share with the parish. Make a list of local agencies I and others can refer to.]</i></p>	<p><i>[Improved ability to identify cases; evidence of successful management of cases.]</i></p>

How-to Guide  
**Creating a Professional Development Plan**

Critical capabilities listed in order of importance	Development— Up to three other areas	Capability to be developed	SMART Activity	Outcome/ Measure
	Enhancement— One or two strengths			



## How-to Guide

# **Developing a written reflection on what you read, view and listen to as part of your professional development**

## **Introduction**

Most of us would be familiar with the axiom 'we learn by experience'. We also learn faster when we learn through our experiences, by reflecting on what we experience. Reflection and feedback enable us to maximise the learning power of an experience. This is also relevant when we read a book or journal article, listen to a podcast or lecture or view a web-based video. The practice of reflection embeds our learning and adds value to our reading, listening and viewing and makes it more memorable and therefore its value more accessible to us when we can use it in our own practice of ministry.

## **Written reflection**

If you read, listen to or view a resource as part of your professional development, you can use the following prompts to guide your reflection.

Note the details of the resource you used. Then write down your reflection (minimum 500 words). Your written reflection serves as evidence of this professional development activity for the person receiving your Professional Development Plan and your ministry reviewer.

## **Guide for reflection**

- Summarise the content of the book/ article/ podcast/ video.
- What did you learn?
- How, and in what areas does this apply to your practice of ministry?
- How does what you have read, heard or watched connect with Scripture and practical theology?
- What will you do in your ministry practice as a result of what you have read/ watched/ heard? (Think of an activity that is SMART: Specific, Measurable, Achievable, Realistic, Time specific).
- How can you share your learning with other ministry practitioners?
- If desirable, how can you further develop your learning of this topic?