

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONAL PROFESSIONAL DEVELOPMENT PLAN (PPDP)
Classified Employees**

Employee Name: Krista Mendelsohn	Classification: Curriculum Technician	Start Date: September 1, 2015
Department/Location: Academic Affairs & Student Learning / OC	Supervisor: Ken Sherwood	Anticipated End Date: June 30, 2016

Instructions: Complete the PPDP in a planning session with employee and supervisor.

Note: Participation in the PPDP process is voluntary. For those who participate, please note that a PPDP is most effective when reflected on by the employee and reviewed with the supervisor for feedback and support multiple times throughout the year. It is recommended that the employee and supervisor meet at least three times per year.

Employee Goals: What goals do you want to accomplish through the PPDP?

1) Increased efficiency and ability in using Adobe InDesign to edit the college catalog; and 2) ability to create fillable forms in Microsoft Word and Adobe Acrobat

Future Opportunity and Development Objectives – What are your career and/or developmental goals? What, specifically, do you need to do to achieve your goals?

My career goals are to become a faculty member in biology/environmental sciences. To achieve this, I need to apply for the part-time faculty pool in the next year or two. Becoming savvier with technology will only enhance my abilities to perform my current job duties as Curriculum Technician, and my future goals of returning to my calling as an educator.

Resources Needed – What resources/activities do you need to carry out your objectives? (Completed with supervisor)

I need time each week to allot to watching tutorial videos on Lynda.com.

Success Factors – Please indicate what will be used to measure success. What will positive results look like?

Success factors will include completing training modules on Lynda.com, successfully creating fillable forms for various committee needs (e.g. updated Distance Learning Appendix), and more efficiently editing and designing the college catalog.

Action Plan – Outline the specific plan to carry out objectives, including a timeline of events. (Completed with supervisor)

1) Dedicate one hour per week on my calendar to watching part of a training module on Lynda.com; 2) Meet in January 2016 with my two partner Curriculum Technicians and catalog designer Janeene Nagaoka to agree on editing/designing responsibilities for the 2016-17 catalog; 3) Focus my InDesign training on what my catalog responsibilities are; and 4) Create updated Distance Learning Appendix by March 3, 2016.

Coaching/Mentoring Meeting Dates (3rd meeting to occur at the 1-year mark)

1st: 12/15/2015

2nd: 3/15/2016

3rd: 6/15/2016

Employee Benchmark/Follow up – What is the level of satisfaction in the outcomes of the PPDP process? To be completed by 6/30/2016

X

Employee Signature

(date)

X

Supervisor Signature

(date)