

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

Employee Name: April Doud	Classification: Technical Data Specialist	Start Date: November 16, 2015
Department/Location: Institutional Effectiveness MC	Supervisor: Lisa Putnam	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?

- * Refresh and increase knowledge around statistics as well as quantitative analysis standards and analytical tools.
- * Become fluent in SQL.
- * Be able to accurately and logically form queries that do not overly tax the system.

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

Move into a higher position in the field of research and/or analytics. In order to achieve this I need to increase my knowledge in the fields of research and quantitative analytics.

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

Time to complete Lynda.com courses – about 2 hours per week; Continuing the mentoring and guidance from Lisa Putnam; Opportunities to connect with others in my profession by attending workgroups, seminars, and conferences as they come up and are relevant to my current position. Books and reading material in the appropriate topics.

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

- Increased productivity in my current position
- Ability to process information with minimal questions
- Completion of all the designated courses on Lynda and in person
- Ability to meet the minimum qualifications and pass any testing needed for a higher position

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

- Complete a playlist of courses needed on Lynda.com by 11/30/2015
- Complete all items on the playlist any any additional deemed necessary by 6/30/2016
- Check in meetings each month on progress and mentoring
- Attend regional monthly meetings of the CA Research and Planning Group (CAMP)
- Attend the RP Conference during Spring 2016 term

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

- 1st: 11/30/2015**
- 2nd: 3/30/2016**
- 3rd: 6/30/2016**

Employee Benchmark/Follow up- What is the level of satisfaction in the outcomes of the PPDP process?

To be completed 6/30/2016

X

Employee Signature

(date)

X

Supervisor Signature

(date)