**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**PERSONAL PROFESSIONAL DEVELOPMENT PLAN (PPDP)**

**Classified Employees**

|  |  |  |
| --- | --- | --- |
| **Employee Name:**Click here to enter text. | **Classification:**Click here to enter text. | **Start Date:** Click here to enter text. |
| **Department/Location:**Click here to enter text. | **Supervisor:**Click here to enter text. | **Anticipated End Date:**Click here to enter text. |

**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?**

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

**1st:** Click here to enter a date.

**2nd:** Click here to enter a date.

**3rd:** Click here to enter a date.

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

Click here to enter text.

