

Professional Development Plan for Newer Supervisors

Reflective | Leadership-Focused



This Professional Development Plan is a model-neutral tool that supports competency-based reflective practice, professional growth, and well-being in the home-visiting field. This Plan incorporates goal setting, training alignment, lived experience, wellness strategies, and supervisor input. This plan was designed for Home Visitors who have been in their roles for up to one year. It is intended to be completed collaboratively with a supervisor, coach, or mentor.

Completing a self-assessment tool prior to utilizing this Professional Development plan is incredibly beneficial. The [Pre-Assessment](#) from the Institute for the Advancement of Family Support Professionals offers a free tool to assess your current knowledge of content areas prioritized by the [National Family Support Professional Competency Framework](#). Many programs already have self-assessment tools they utilize, which works as well.

Developing SMART goals in conjunction with this plan will help guide development and track growth. This tool can be incorporated into reflective supervision or coaching sessions and should be updated

regularly and revisited quarterly or semi-annually. It can also be used to shape annual reviews, career advancement plans, and CEU tracking.

The goal of this tool is to be useful for the specific needs of individuals and was designed to be flexible. It can be used in its entirety or only the sections or questions that will be the most useful. It may also be beneficial to incorporate some of the questions from the [Professional Development Plan for Experienced Supervisors](#). Each individual has unique needs and should feel empowered to integrate this tool in a way that best meets those needs

1. Lived Experience & Leadership Identity

How do your personal experiences influence your abilities and work as a program leader?

How do you navigate power dynamics to build trust and transparency across your team?

2. Supervisory Strengths & Skills

What supervisory practices do you feel most confident in?

What knowledge, skills or abilities are you actively developing based on results from a self-assessment or feedback from peers or home visitors?

3. Wellness & Burnout Reflection

How are you currently managing the emotional demands of leadership?

What strategies support your own well-being?

4. Career Development & Advancement

What knowledge, skills, or abilities related to leadership do you want to develop over the next year?

5. Certification & Endorsement

Are there credentials or endorsements that would support your professional growth?

What barriers or supports might affect your pursuit of advanced credentials?

What training, mentorship, or opportunities would support you?

6. Reflective Supervision Practice

What reflective strategies (e.g., open-ended questions, parallel process) do you use?

How do you balance administrative, reflective, and supportive content?

What supports do you need to help with this balance?

7. Final Summary & Leadership Feedback



To be completed by supervisor:

My leadership highlights this year:

Knowledge, skills, or abilities I plan to continue strengthening:

Supports, training, or stretch opportunities needed:



To be completed by leadership supervisor, coach, or mentor:

Leadership supervisor, coach, or mentor feedback:

Next Check-In or Leadership Coaching Session:

8. SMART Goal Progress Tracker

SMART goals are a structured framework for setting goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. You can learn more about SMART goals in the implementation guide. Use this tracker to show progress. Revisit and update during supervision.

SMART Goal:

Start Date:

Projected End Date:

☐ Completed

☐ No longer a goal

Steps to Meet Goal	Start Date	Updates on Goal
1.		
2.		
3.		
4.		

SMART Goal:

Projected End Date:

☐Completed

☐No longer a goal

Start Date:

Steps to Meet Goal	Start Date	Updates on Goal
1.		
2.		
3.		
4.		

SMART Goal:

Start Date:

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☐No longer a goal

Steps to Meet Goal	Start Date	Updates on Goal
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