

# Volunteerism for the Next Generation Personal Professional Development Plan

Name: \_\_\_\_\_ Title: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_

**Step 1: Complete the *Volunteerism for the Next Generation Self-Assessment*.**

**Step 2: Identify your self-assessment rankings.**

Identify your ranking from the self-assessment for each of the seven topic areas:

Topic 1: Developing and Implementing an Infrastructure	1	2	3	4	5
Topic 2: Personal Readiness	1	2	3	4	5
Topic 3: Organizational Readiness	1	2	3	4	5
Topic 4: Engagement of Volunteers	1	2	3	4	5
Topic 5: Education of Volunteers	1	2	3	4	5
Topic 6: Sustainability of Volunteer Efforts	1	2	3	4	5
Topic 7: Review and Analysis of Volunteer Delivery System	1	2	3	4	5

**Step 3: Identify topic areas/competencies that you need to strengthen.**

Identify 3-4 topic areas that it appears you need to strengthen the most. List those below. *For example: Organizational Readiness – Developing Volunteer Positions.*

**Topic Areas:**

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**Step 4: Identify learning activities to schedule for the next year.**

Identify 2-3 learning activities for each topic area from the *Volunteerism for the Next Generation Rubric* that would assist you in gaining competencies. These might include *Everyone Ready* modules, Volunteerism for the Next Generation (VNG) fact sheets, or other readings and activities listed in the rubric. Note the dates for the specific *Everyone Ready* modules. *For example: Organizational Readiness – Developing Volunteer Positions – VNG Fact Sheet “Designing the Position and Position Description Worksheet” and Everyone Ready: Designing Work for Today’s Volunteers (Sept. 2011)*

Topic Area: \_\_\_\_\_

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**Step 5: Implement your Personal Professional Development Plan.**

Begin to work on your plan. Mark dates on your calendar for **Everyone Ready** modules. Set aside time to review VNG Fact Sheets or to do other reading. Add this as an agenda item to your county, regional, or state staff meetings. Share your ideas with co-workers in your own county, region, or state and ask for assistance in learning more about your topic areas.

**Step 6: Track your Professional Development.**

Keep track of your professional development activities so you can keep a record of your progress. You will be able to print off certificates of completion for the Everyone Ready modules that will include your name and date of completion. Keep these in a file.

**Step 7: Celebrate your Success and Update Your Plan for Next Year.**

Celebrate your accomplishments. Share those with your co-workers, supervisor, and professional friends. Redo the self-assessment and identify new areas to work on for the next year. Take time to share with your volunteers, those things you have learned and how they help you to do better job supporting volunteers in the delivery of the 4-H youth development program in your area.



*Volunteerism for the Next Generation*

