

Staff Training Plan (Sample)

Staff Name:	Jane Doe	Date of Hire:	12/1/2019
Classroom Assigned:	Preschool 1 / Asst Director	Primary Age Group:	4 year-olds

This training plan is created to ensure I obtain at least 36 hours of training each year, from my date of hire, focusing on professional development goals and classroom needs. I understand that these annual training hours must align with Child Care Licensing Minimum Standard §746.1309, and that these hours may also count towards the training hours I must receive per the Texas Rising Star Guidelines.

Professional Development Goals

My specific professional development goals include:

- 1) *Deepening my understanding of how to support children’s social-emotional learning*
- 2) *Improving my knowledge of program leadership and management*
- 3) *Working toward completion of my CDA credential*

Annual Training Plan

Below is a list of trainings that align with minimum requirements and my specific professional development goals. This list can be amended or changed as needed.

Core Competency	Topics	Hours	Training Date
Health, Safety, and Nutrition	CCL Minimum Standards	4	12/10/2019
Health, Safety, and Nutrition	Child Abuse and Neglect	2	01/03/2020
Health, Safety, and Nutrition	Family Style Dining	2	01/15/2020
Learning Environment, Planning Framework, Curriculum and Standards	eCIRCLE Social Emotional course	8	01/22/2020
All competencies	CDA Reloaded	120	01/23/2020
Human Resource Leadership / Dev	Directors as Decision Makers	2.5	2/12/2020
Business and Operations Mgt	Personnel and Payroll	4	Scheduled 4/20/21

Staff Signature: _____ Date: _____

Director Signature: _____ Date: _____