# How Strong Is Your Professional Development Infrastructure?

**Instructions**: Use this inventory to assess your current situation. Read each item to determine whether or not you currently perform the task and then use the appropriate fields to provide your responses. The completed document will provide an overview of your current strengths and opportunities for improvement.

**User Directions**: Use the following scale to assess your current status for each process listed:

* 5 = We’ve got it!
* 4 = We’re almost there
* 3 = We’re getting there
* 2 = We’re working on it
* 1 = Not yet!

## Leadership

Identify a person to provide leadership for professional development (PD) efforts.

|  |  |
| --- | --- |
| Process | Scale |
| We have a designated PD coordinator who leads our professional development efforts. | [INSERT rating] |
| Our PD coordinator has a strong knowledge base in providing research-based and responsive professional development. | [INSERT rating] |
| We have a team in place to carry out our professional development objectives. | [INSERT rating] |

## Policy

Establish procedures/policies that promote timely, research-based, and responsive professional development.

|  |  |
| --- | --- |
| Process | Scale |
| Our organizational leaders value and support professional development. | [INSERT rating] |
| We have established guidelines in place for the design and delivery of PD (e.g., standardized training agendas, program “non-negotiables” for PD delivery, trainer certification process). | [INSERT rating] |

## Funding

Secure financial and human resources to support professional development and collaboration.

|  |  |
| --- | --- |
| Process | Scale |
| We have an adequate budget in place to support the design, delivery, follow-up, and evaluation of our PD offerings. | [INSERT rating] |
| We supplement our budget with other funding sources to support our PD processes. | [INSERT rating] |

## Continuous Learning

Ensure continuous learning among program staff.

|  |  |
| --- | --- |
| Process | Scale |
| We advocate for and provide ongoing PD for program staff. | [INSERT rating] |
| We regularly visit relevant CDC websites for resources and updates on PD best practices. | [INSERT rating] |

## Qualified Providers

Develop a process for recruitment, development, and assessment of qualified professional development providers (may be your own staff).

|  |  |
| --- | --- |
| Process | Scale |
| We recruit, develop, and assess an adequate number of PD providers to deliver our trainings and technical assistance. | [INSERT rating] |
| Our PD providers are highly skilled trainers/facilitators who use research-based practices in the design and delivery of PD. | [INSERT rating] |

## Technical Support

Provide ongoing technical support for professional development providers.

|  |  |
| --- | --- |
| Process | Scale |
| We provide standardized training designs and aligned materials to our PD providers. | [INSERT rating] |
| We provide logistical support (e.g., venue selection and coordination, materials, registration, etc.) to our PD providers. | [INSERT rating] |

## Data Management

Establish a data management system.

|  |  |
| --- | --- |
| Process | Scale |
| We have a data management system in place for adequately tracking PD provider information, training registration, training participants, technical assistance logs, evaluation results, and other relevant PD data. | [INSERT rating] |
| We use program data to market our services, identify program strengths and weaknesses, improve our program, and identify success stories. | [INSERT rating] |