

Professional Development Guidance for TPP Projects

Use the guidance below to inform a professional development/training and technical assistance plan for your Teen Pregnancy Prevention Program (TPP) project. Consider using the [Professional Development Plan Template](#) to create your plan (though you can use a different template, if you wish); then incorporate it into your project work plan.

WHY HAVE A PROFESSIONAL DEVELOPMENT PLAN?

- **It's an important part of a TPP project work plan.** The Office of Population Affairs (OPA) expects TPP grantees to develop, implement, and maintain a plan for the professional development and capacity building of staff and partners (including subawardees), and incorporate this professional development plan into their project work plans.
- **It helps your project be strategic and effective.** A professional development plan supports TPP grantees in aligning staff and partners' professional development activities with project needs and goals.
- **It shows staff that you're invested in their professional growth.** This can result in higher job satisfaction, improved morale, less turnover, and more effective uptake of innovations.

WHAT SHOULD OUR PROFESSIONAL DEVELOPMENT PLAN INCLUDE?

A professional development plan should include: the process for assessing your project's professional development needs, the professional development needs you identified for your project, the activities and resources that will meet your professional development needs, and details about each activity.

Assessment process

Your professional development plan should begin by describing **how** you will assess what capabilities your project needs to meet its goals and objectives, and **how often** you will conduct this assessment (e.g., monthly, quarterly, or annually).

The assessment should take into account the:

- Goals of the TPP Program as a whole
- Evidence-based program curriculum you've chosen
- Skills and expertise of your existing staff and partners
- Goals of your organization

Check out these resources to get you started:

- [Organizational Capacity and Teen Pregnancy Prevention](#)
- [Promoting Science-Based Approaches to Teen Pregnancy Prevention Using Getting to Outcomes](#)

Professional development needs

Your assessment will lead you to identify the capabilities your project needs to meet its goals and objectives; capture these needs in your plan, as well. For example, you may determine that your project needs to strengthen its ability to: take a systems thinking approach, implement an effective program, build partnerships with community organizations, and engage youth in a meaningful and authentic way.

Keep in mind: A project need isn't necessarily a weakness. It can also be a strength that you want to nurture or solidify.

Professional development activities

Once you've identified your project's professional development needs, you can identify and document the activities and resources that will help your project meet each need.

You may consider various types of professional development, including but not limited to:

- Internal trainings (e.g., curriculum training for facilitators)
- External trainings, webinars, and workshops
- Mentorship and/or shadowing
- eLearning courses
- Continuing education
- Professional conferences

Activity details

Each professional development activity in your plan should specify the:

- Professional development need that the activity meets
- Relevant goals or expectations of your project, organization, or grant that the activity relates to
- Role of the person (or people) who will complete the activity
- Activity topic and type
- Activity timeline, i.e., when it will occur
- Activity cost, and how it will affect your project budget
- Activity date and location

WHAT SHOULD WE DO WITH OUR PROFESSIONAL DEVELOPMENT PLAN?

Submit your professional development plan to OPA by the end of the planning period. At least once a year, repeat your professional development assessment and update your plan. Also, include any professional development updates in your semi-annual reports to OPA.

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