

Adult Basic Education Individual Professional Development (PD) Plan

Name	
Job title	Adult College and Career Readiness Instructor
Primary duties	Deliver literacy, college readiness, and workforce preparation instruction aligned to CCR Standards Support adult learners in developing academic, digital literacy, and career readiness skills Integrate contextualized instruction connected to HAP Academy OIC career pathway programs Administer assessments and support measurable skill gain progress Maintain attendance, assessment, and student documentation in compliance with ABE requirements Collaborate with student advisors, career training faculty, and workforce partners to support student transitions
Work site(s)	240 Plato Blvd - HAP Academy OIC

Preparation: Looking at the Data

Please consider these questions before completing the grid on the next page.

List 3 primary challenges you are facing in your adult education work.	Teaching students with varied educational functioning levels, language proficiency, and career goals within the same classroom environment.
	Supporting English Language Learners who are interested in workforce training programs but require additional literacy and language development support.
	Increasing student persistence, contact hours, measurable skill gains, and successful post-testing outcomes.

My Consortium's PD Goals

What are my consortium's PD goals?

1. Strengthen staff capacity to implement Integrated Education and Training (IET) models that align literacy instruction with HAP Academy OIC career pathway programming in healthcare, IT, business, manufacturing, and transportation.
2. ESL and Workforce Preparation Instruction - Increase staff knowledge and instructional strategies for supporting English Language Learners entering workforce training programs.
3. Strengthen instructional practices for teaching students with varied functioning levels and educational goals within the same classroom environment.

My Work

What are my work priorities in the upcoming year?	Improve student engagement, persistence, and measurable skill gains. Strengthen contextualized instruction connected to career training programs. Increase integration of digital learning tools and technology-based instruction.
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	<p>Improve support for English Language Learners transitioning into workforce pathways.</p> <p>Build stronger instructional systems aligned to CCR Standards and workforce readiness outcomes.</p>
<p>What am I already doing well with my current work?</p>	<p>Building positive relationships and trust with adult learners.</p> <p>Integrating workforce readiness skills into instruction.</p> <p>Using technology and digital learning tools to support instruction.</p> <p>Collaborating with student advisors and workforce staff to support student success.</p> <p>Delivering flexible instruction that supports students with varied learning needs.</p>

Student Data

<p>What does the data about students tell me (SiD “Level Gains, MSGs, and Post-Test Rates” Report, etc.)?</p>	<p>Too soon to tell.</p>
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Additional Factors

<p>What PD priorities do I have?</p>	<p>Integrated Education and Training (IET)</p> <p>Multi-level classroom instructional strategies</p> <p>ESL and workforce transition instruction</p> <p>Measurable skill gains and assessment practices</p> <p>Digital learning and technology integration</p> <p>CCR Standards implementation</p>
<p>Any additional factors to consider in planning my own professional learning?</p>	<p>HAP Academy OIC operates with a small instructional team, making collaboration and external professional learning opportunities especially important.</p> <p>Many students face barriers related to transportation, employment, childcare, and language development.</p> <p>Instruction must support both academic growth and workforce preparation simultaneously.</p>

My Individual Professional Development Plan

Plan Time Period: _____

Please refer to the PD needs and information collected on the previous page.

PD Goals	PD Activities and Resources		Application	Evaluation
What do I need to learn? (Please be detailed.)	How will I learn it?	When?	How do I hope to use or apply what I have learned?	How will I know I've learned it?
Improve understanding of the Minnesota ABE system, CCR Standards, measurable skill gains, and assessment practices.	Attend Summer Institute, ATLAS trainings, assessment webinars, and consortium PD activities throughout FY27.	FY27	Apply stronger assessment and instructional practices to improve student outcomes and compliance.	Improved post-testing rates, measurable skill gains, and instructional confidence.
Strengthen skills in Integrated Education and Training (IET) and contextualized workforce instruction.	Participate in IET-focused PD sessions and collaborate with workforce training faculty during FY27.	FY27	Better align literacy instruction with healthcare, IT, business, and workforce pathway programs.	Development of contextualized lessons and increased student transition into training programs.
Learn strategies for teaching multi-level and multilingual classrooms effectively.	Attend PD on differentiated instruction, ESL strategies, and adult learner engagement throughout FY27.	FY27	Improve instruction for students with varied skill levels and English proficiency.	Increased student engagement, persistence, and instructional effectiveness.

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date