

F. Administrative staff – e.g., program or site manager

Adult Basic Education Individual Professional Development (PD) Plan

Name	Karen Pagnac
Job title	Training Manager
Primary duties	Responsible for the day-to-day supervision and coordination of all Aanjibimaadizing training staff, events, and activities as well as the development and acquisition of curriculum to serve the needs of both the youth and adult Aanjibimaadizing program participants.
Work site(s)	All sites, office out of D1 Training Center

Preparation: Looking at the Data

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

My ABE PD Survey Results (Did not have access to survey)

List the 3 challenges you mentioned in your PD survey	Starting Mille Lacs Band of Ojibwe ABE Consortium
	Ensure that the consortium follows state and federal policies and laws
	Ensuring all training needs have been met

My Consortium's PD Goals

What are my consortium's PD goals?

1. Understanding of ABE's mission, goals and requirements
2. All ABE staff completing needed trainings
3. Ensure New staff have completed trainings

My Work

What are my work priorities in the upcoming year?	Ensure that the consortium follows state and federal policies and laws
What am I already doing well with my current work?	Project organization and development, analyzing data

Student Data

What does the data about students tell me (SiD "Level Gains with Post-Test Rates" Report, etc.)?	35% of participants don't have a diploma or GED. Many are willing and eager to get their GED, but unable to overcome barriers. Many students start out from a very low level. Many have a TBI that hampers ability. There is relatively little research and advice, but we have support of other departments (Pete Charpentier, MLBO HHS) in addressing their needs.
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Additional Factors

What PD priorities do I have?	Taking trainings that I'm missing.
Any additional factors to consider in planning my own professional learning?	Time and cost. Making sure that I'm accessing informational newsletters and ABE groups.

My Individual Professional Development Plan

Plan Time Period: June 2023-June 2024

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?
ABE Foundations	https://atlasabe.org/key-activities/mn-adult-ed-staff/abe-foundations-online-course/	Renew By July 1, 2023	Ensure knowledge is current, gain new skills	Confirm knowledge is correct, use new skills
ACES (Academic, Career & Employability Skills) Foundations Online Course	https://atlasabe.org/key-activities/aces/	By July 1, 2023	Ensure knowledge is current, gain new skills	Confirm knowledge is correct, use new skills
CASAS Assessment Certification (5-years)	http://training.casas.org/	Renew when needed	Use regularly, will need to update certification	Certification is updated
Distance and Blended Learning Basics Online Course	https://www.literacymn.org/distancelearning	By July 1, 2023	Ensure knowledge is current	Confirm knowledge is correct
SiD (State ABE Database) Training	http://mnabe.org/accountability-reporting/data-system-sid	Within 1 week when available	Use to collect and record student data	Ability to use SiD
ACES TIF PLCs - Professional Learning Communities	https://atlasabe.org/key-activities/aces/aces-plcs/	By July 1, 2023	Improve transitions skills	Implement new skills

Mille Lacs Band of Ojibwe Adult Basic Education (ABE) Consortium Narrative 2023-2028

Standard Adult Diploma 101 Training	http://mnabe.org/abe-instruction/adult-diploma	By August 2024	Ensure knowledge of Adult Diploma is current	Confirm knowledge is correct
ABE Summer Institute	https://literacyactionnetwork.org/summer-institute/	Summer 2023	Improve knowledge of MN ABE	Feel confident in process
Support Services Conference	https://www.mnabeassessment.com/support-services-conference	By June 2024	Be able to better serve ABE students	Acquire additional supportive services skills

ABE Staff Member Signature

ABE Manager/Supervisor Signature

Date