

# RBPD Specialist Development Guide

## Why discuss professional development?

RBPD Specialists support educators and providers in goal setting and planning their development every day. We want to ensure RBPD Specialists have a self-development plan for themselves. When RBPD Specialists take time to reflect on their knowledge, practices, and environment along with planning for future growth this can increase confidence, maintain humility, give focus and direction, and support integration. For RBPD Specialists employed by an organization, goal setting and planning with supervisors can help provide support, resources, accountability, and insights.

## Steps to create your RBPD Specialist Development Plan

*Step 1.* Initial conversation – Completed with your supervisor or TARSS RBPD

Manager to explore:

- a. Where you are now
- b. How did you get here
- c. Where do you want to go

*Step 2.* Set goals:

- a. In the next 6 months
- b. Within 6 months to 2 years
- c. 2-5 years from now

*Step 3.* Assess what you already have and what you need to reach your goals

*Step 4.* Identify roadblocks, opportunities for accountability, and accessible resources

*Step 5.* Document steps 1-4 in the RBPD Specialist Development Plan and note the

RBPD Knowledge and Competency Framework (KCF) content areas related to professional development opportunities

*Step 6.* Implement RBPD Specialist Development Plan

*Step 7.* Assess progress on your plan and revise accordingly

(Adapted from: [How to Create a Professional Development Plan](#)

<https://www.onpointconsultingllc.com/blog/write-a-powerful-professional-development-plan>,  
n.d.)



Center for Early Education  
and Development

UNIVERSITY OF MINNESOTA

Driven to Discover®



DEPARTMENT OF CHILDREN,  
YOUTH, AND FAMILIES

## Development can look like:

### Expand understanding (build knowledge)

- Becoming resourceful
- Learn about yourself
- Learn about [Minnesota's Knowledge and Competency Framework for RBPD](https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-7586-ENG)  
<https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-7586-ENG>  
[Specialists](#)
- Learn about the systems you work in and the systems the educators and providers you partner with work in

### Develop skills (tools and techniques)

- Practical skills - for example, how you listen, use questions, give feedback, and support educators and providers
- Growing your toolbox
- Build confidence

### Improve dispositions (personal qualities)

- For example, curiosity, empathy, authenticity, honesty, and patience
- Characteristics that reflect who you are as a RBPD Specialist
- Reflect on how you think, behave, and feel

### Utilize supervision (be direct in supervision)

- Share what you need from your supervisor
- Establish a relationship with the TARSS RBPD Manager
- Create ongoing check-ins
- Share how they can support your well-being
- Provide opportunities for accountability

### Support others (give back to the RBPD field)

- Writing blogs, articles, courses, and books
- Supporting new, less experienced RBPD Specialists
- Present at conferences
- Lead an online seminar
- Create and share resources

(Adapted from: [Coach Development Plan - Continuous Professional Development](https://clutterbuck-cmi.com/blogs/coach-development-plan-key-to-continuous-professional-development/)  
<https://clutterbuck-cmi.com/blogs/coach-development-plan-key-to-continuous-professional-development/>, n.d.)

## Implementation

### On-the-job experiences:

Observing others, seeking feedback on specific tasks, reviewing past coaching, recording myself

### Interactions with others:

Seeking feedback from peers, Professional Learning Communities, Online Learning Communities, or other communities of practice, mentoring, job shadowing, attending networking events

### Formal professional development (PD):

College courses, conferences, training, reading, and online programs

### How and why to use video in your RBPD Specialist Development Plan:

[4 Ways Professional Development for Coaches is More Like Teacher PD Than You Think - Edthena](https://www.edthena.com/professional-development-for-coaches/)

## RBPD Specialist Development Plan (planning document)

This planning document is intended to assist you in identifying your professional development goals as an RBPD Specialist. [Minnesota's Knowledge and Competency Framework for Relationship-based Professional Development Specialists](#) <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7586-ENG> can be a helpful tool to reference as you reflect on your current and future goals related to RBPD work. There is no right or wrong way to use this document, but rather it is a tool to assist you as you explore your future professional development and may assist in your PD planning in partnership with your supervisor.

### How did you get here?

What makes you unique?

Education and past PD:

Past employment and experience:

### Where you are now

Dispositions:

Knowledge:

Competencies:

Areas for Growth

## Where you want to go

*6-month goals:*

What I have and what I need to be successful:

*6-month-2-year goals:*

What I have and what I need to be successful:

*2-5-year goals:*

What I have and what I need to be successful:

*Long-term goals:*

What I have and what I need to be successful:

**Identify roadblocks, opportunities for accountability, and accessible resources:**

**Action plan:**

## RBPD Specialist Development Plan (worksheet)

This worksheet is intended to assist in planning for future professional development opportunities and can help inform conversations with your supervisor over time.

RBPD Specialist signature: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date Created: \_\_\_\_\_

Reviewed on the following dates (dates and initials of coach and supervisor):

*Date 1:* \_\_\_\_\_

*Date 4:* \_\_\_\_\_

*Date 2:* \_\_\_\_\_

*Date 5:* \_\_\_\_\_

*Date 3:* \_\_\_\_\_

*Date 6:* \_\_\_\_\_

Ideas of professional development activities that support goals identified. This is a planning document and is not intended to be submitted to Achieve MNCPD as documentation of completed professional development. (see [RBPD Documentation Form](https://mncpd.org/wp-content/uploads/RBPD-Documentation-Form-2024-07-01.pdf) <https://mncpd.org/wp-content/uploads/RBPD-Documentation-Form-2024-07-01.pdf>)

My RBPD Specialist Endorsement: \_\_\_\_\_

Endorsement renewed every (select one):  1 year  3 years  5 years

**Ideas for PD Activities** (including title, [RBPD KCF Area\(s\)](#) and number of hours):

1.

2.

3.

4.

5.

6.

Center for Early Education  
and Development



UNIVERSITY OF MINNESOTA

Driven to Discover®



DEPARTMENT OF CHILDREN,  
YOUTH, AND FAMILIES