

Sample Action Plan for the VP of Professional Development (or CPLP Champion)

Supporting Roles:

- CPLP candidates
- CPLP-credentialed chapter members (as interested)

Goals

1. Schedule and lead at least three “Strategic Sessions” for CPLP candidates
2. Schedule and manage logistics of at least one candidate-led study group session series
3. Conduct monthly “Ask a CPLP” sessions for candidates
4. Coordinate with VP of Programs to ensure connection of programs with CPLP AOE
5. Provide study group members with “Credential Connect” notes following each monthly chapter meeting, which highlights program content that connects to CPLP AOE
6. Use portion of Excellence in the Advancement of the (WLP) Profession award to support the CPLP candidacy process (either with tools or financial incentive to those who become certified)
7. Make all CPLP candidates aware of CHIP program and chapter’s number

Plan to Attain Goals

1. Schedule and lead at least three “Strategic Sessions” for CPLP candidates
 - Schedule and lead a “So, You Want to be a CPLP?!” CPLP prep kick-off meeting
 - Schedule and lead a “Now...Give it all Back” test-prep and encouragement meeting
 - Schedule and lead a “Wait, Wait, it’s Not Over...the Work Product” meeting
2. Schedule and manage logistics of at least one candidate-led study group session series
 - Use feedback from survey of CPLP candidates and those who have expressed interest to date to narrow the scope and structure of study group design
 - Promote first study group at _____ (date) meeting
 - Raffle “Navigating the CPLP” among those who commit to becoming a CPLP candidate at _____ (date) meeting (\$25 value)
 - Coordinate with VP of Technology to promote CPLP related events and study group calendar on web site
 - Label chapter-owned prep materials with “Property of” labels
 - Distribute prep materials to chapter member candidates on a loan basis
 - Maintain resources sign-out list

3. Conduct monthly “Ask a CPLP” sessions for candidates
 - Arrive at chapter meetings 45 minutes early to be available to answer candidates content and process questions
 - Invite other CPLPs to join as a “CPLP Panel” at these informal sessions
 - Be available to CPLP candidates via e-mail to answer content and process questions

4. Coordinate with VP of Programs to ensure connection of programs with CPLP AOE
 - Plot which AOE chapter programs can be linked to
 - Identify “under-represented” AOE and provide extra support to CPLP candidates in these areas
 - At the VP of Program’s discretion, present a chapter meeting that links to the Managing the Learning Function AOE (Presentation: “Strategic Alignment or Luck? Developing a Training Plan that Really Works”)

5. Provide study group members with “Credential Connect” notes following each monthly chapter meeting, which highlights program content that connects to CPLP AOE
 - Take “Credential Connect” notes during program meetings, highlighting content that links directly to the CPLP knowledge exam body of knowledge
 - Share these notes with candidates)

6. Use portion of Excellence in the Advancement of the (WLP) Profession award to support the CPLP candidates financially (provide financial incentive to those become certified). Options:
 - Purchase additional learning materials
 - Order permanent name badges for new CPLPs (with “CPLP” noted on badge)
 - Offer a “rebate” on the cost of certification to those who attain the certification (exact figures to be determined based on number of candidates and dollars to be allocated)
 - Other, based on feedback from candidates and board

7. Make all CPLP candidates aware of CHiP program and chapter’s CHiP number
 - Include CHiP number on all candidate materials
 - Identify benefit to chapter of using Chip code on all ASTD purchases