Professional Growth Plan

Name: Susan Adkins

Date: 10/1/01

My Strengths:

Standard IX: Demonstrates Implementation of Technology
Uses the computer to do word processing, create databases and spreadsheets, access electronic mail and the Internet, make presentations, and use other emerging technologies to enhance professional productivity and support instruction.

Demonstrates basic knowledge of the use of technology in business, industry, and society.

My Areas for Professional Growth:

Explores, uses, and evaluates the program Microsoft PowerPoint.

I would like to increase my knowledge and skills of using Microsoft PowerPoint.
Plan For Professional Growth

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<th>Area for Growth: Technology</th>
<th>Standard # IX</th>
<th>Date: 10/1/01</th>
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**Objective:**
I want to increase my knowledge and skills of using Microsoft PowerPoint.

**Strategies:**
1. I will practice using PowerPoint for 30 minutes a day.
2. I will talk to a teacher or someone who is very familiar with PowerPoint.
3. I will read materials about PowerPoint.

**Assessment:**
1. I will record when I practice using PowerPoint.
2. I will record what I learned from my interview with a PowerPoint expert.
3. I will record what materials I read and what I learned about PowerPoint.

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**Actions-What I will do and the assistance I will need:**

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