

# Goal Setting Form – EXAMPLE - How is this goal SMART and embedded in the concept of a Professional Learning Comm.?

<p><b>PROGRAM GOAL:</b> <i>(What does success look like? Specific and Supportive; Measurable and Meaningful; Attainable and Actionable; Realistic and Relevant; Time-Bound and Teachable)</i></p>		<p>By February 28<sup>th</sup>, 2015, we will provide daily opportunities during program activities for youth to set goals and make plans.</p>		
<p><b>MEASUREMENT:</b> <i>(How will you measure progress?)</i></p>		<p><input checked="" type="checkbox"/> Youth or School-Age PQA Scale or Item: <u>Planning</u></p> <p><input type="checkbox"/> Local Evaluation Report: _____</p> <p><input type="checkbox"/> Leading Indicator: _____</p> <p><input type="checkbox"/> School Data (Attendance, Behavior, Grades): _____</p> <p><input type="checkbox"/> Youth Measure (DESSA, DAP): _____</p> <p><input type="checkbox"/> Other (specify): _____</p>		
<p><b>PROGRESS CHECKS:</b> <i>(When will you check in to be sure you're on track to meet your goal, or to make adjustments to your plan?)</i></p>		<p>Progress checks will happen via staff meetings after training opportunity in November, through observation and coaching in January, a check-in meeting on January 30<sup>th</sup>, and a 2<sup>nd</sup> round of assessment in February.</p>		
<p>Lead Staff:</p>		<p>Maria will be the primary lead.</p>		
<p><i>Who is the primary person responsible for ensuring that the plan is followed?</i></p>				
<p><b>ACTION STEPS:</b> <i>(What needs to happen?)</i></p>		<p><b>OUTCOME:</b> <i>(When this step is completed, what will be done?)</i></p>		
<p>Have a meeting in which frontline staff members review the three items for this scale during a scheduled staff meeting. Staff will discuss the items along with Fall PQA scores.</p>	<p>Staff are familiar with the items and know what opportunities for setting goals and making plans looks like.</p>	<p>LEADER: <i>(Who will be responsible?)</i></p> <p>Josie leads activity</p>	<p>RESOURCES: <i>(What is needed for success?)</i></p> <p>PQA copies; Fall PQA scores</p>	<p>TIMELINE: <i>(When will this step be completed?)</i></p> <p>Nov 11</p>
<p>Staff members will attend professional development training on how to create opportunities for setting goals and making plans: Youth Work Methods Workshop – Planning &amp; Reflection.</p>	<p>Staff will leave training with new learned skills, certificate of completion.</p>	<p>Carrie will take care of training logistics.</p>	<p>Staff Training: Planning &amp; Reflection</p>	<p>Nov 30</p>
<p>Staff members reflect on Planning &amp; Reflection workshop and discuss how to implement into daily work.</p>	<p>Staff will have tools to implement planning into their programs.</p>	<p>Maria leads discussion, provides example.</p>	<p>Planning &amp; Reflection Guidebooks: Exemplary Lesson Plan</p>	<p>Dec 7</p>
<p>Each staff member will create two lesson plans that include scheduled and intentional opportunities for youth to set goals and make plans.</p>	<p>Lesson or activity plans that include opportunities for engaging youth in setting goals and making plans.</p>	<p>Maria reviews plans.</p>	<p>Lesson Plan template</p>	<p>Dec 21</p>
<p>Staff implements new lesson plans that include structured planning time. During implementation process, staff are observed and coached.</p>	<p>Time in each session's schedule built in for planning. Staff receive coaching support.</p>	<p>Stephen and Maria conduct observations and coaching sessions.</p>	<p>Observation schedule; time for observation reflection</p>	<p>Jan 3 – Jan 30</p>
<p>Progress Check Meeting</p>	<p>Meeting notes with list of what worked well and what didn't for each staff member. Staff leave with plan for next steps.</p>	<p>Josie leads the meeting</p>	<p>Lists of what worked/did not work.</p>	<p>Jan 30</p>
<p>Staff members must come to this meeting with list of things that did and did not work, as well as relevant notes from their coaching session.</p>	<p>Anecdotal evidence from program activities</p>	<p>Maria schedules peer observations</p>	<p>PQA tool; observation time</p>	<p>Feb 15 – Feb 28</p>
<p>Staff will observe each other during program activities and record anecdotal evidence on opportunities for setting goals and making plans.</p>	<p>Revised goal</p>	<p>Stephen leads the meeting</p>	<p>PQA scores; PQA</p>	<p>Feb 28</p>
<p>During a staff meeting, review anecdotal evidence and scores to see if more opportunities for setting goals and making plans were offered. Did staff change the way they work? Make adjustment to the goal as necessary.</p>				