

## On-going Professional Development Plan

The Trainer Feedback Process is designed to support on-going personal and professional development using onsite observations and reflective feedback. Your active participation is valuable in assuring high quality training and education around the state. Use the SMART Goals model to develop your plan.

Goal Statement:				
<b><u>S</u>pecific</b>	<b><u>M</u>easurable</b>	<b><u>A</u>chievable</b>	<b><u>R</u>elevant</b>	<b><u>T</u>imeframe</b>
What do you want to achieve? What are the exact steps to accomplish your goal?	How will you know you when have reached your goal? This must be a quantifiable value.	List the resources needed and if/how you can obtain them.	What change are you hoping to affect by reaching your goal? What outcome(s) should result from your goal?	When will each step be completed? Breakdown the goal into smaller steps and assign a due date for each step.
<i>List steps here:</i>	<i>Assign a numerical value:</i>	<i>Needed:</i>	<i>Big picture changes as a result of your goal:</i>	Step 1:
		<i>Obtained by:</i>		Due:
				Step 2:
				Due:
				Step 3:
				Due:

Are there any barriers or obstacles you may need to overcome?

What type of support may you need?

**Trainer Comments:**

**Observer Comments & Follow-up** *(if working with an observer):*

Trainer Signature \_\_\_\_\_ Date \_\_\_\_\_

Observer Signature *(if applicable)* \_\_\_\_\_ Date \_\_\_\_\_