Easterseals

Early Head Start/Head Start

Staff Professional Development Goal Plan

Employee Name: _____ **Date Plan Completed**: _____

Supervisor Name: _____ **6 Month Review Due Date:** _____

Annual Review Due Date: _____

SECTION 1: SELF-REFLECTION – Effective goal development begins with employee self-reflection. This section should be completed by the employee on an annual basis, prior to meeting with their supervisor to discuss goals.

1. ***What aspect of your job gives you the greatest personal satisfaction?***

2. ***What aspect of our job is most frustrating?***

3. ***What keeps you from being as effective as you would like to be in your position?***

4. ***If you had the power to change anything about your job, what would you change?***

5. ***What new skills or knowledge would you like to learn this year?***

6. ***How can your supervisor or other staff help you achieve your personal and professional goals?***

Adapted From: Bloom, P.J., Hentshel, A., & Bella, J. (2013).
Inspiring peak performance: competence, commitment, and collaboration.
Lake Forest, IL: New Horizons.

SECTION 2: JOB-RELATED GOALS – Using the SMART goals format, develop TWO goals related to your job description, to be accomplished over the course of the next year.

Job-Related Goal #1:

_____
_____
_____

Steps to Reach this Goal:

-
-
-

Support Needed to Reach this Goal:

_____
_____

Job-Related Goal #1 - 6 Month Review: ***Review Date:*** _____

Are you on target to accomplish goal? ☐ **Yes** ☐ **No**

If no, what additional support is needed to accomplish this goal?

_____
_____

Job-Related Goal #1 - Annual Review: ***Review Date:*** _____

Was goal accomplished? ☐ **Yes** ☐ **No**

If no, what additional support is needed to accomplish this goal?

_____
_____

Job-Related Goal #2:

_____
_____
_____

Steps to Reach this Goal:

-
-
-

Support Needed to Reach this Goal:

_____
_____

Job-Related Goal #2 - 6 Month Review: ***Review Date:*** _____

Are you on target to accomplish goal? ☐ **Yes** ☐ **No**

If no, what additional support is needed to accomplish this goal?

_____

_____

Job-Related Goal #2 - Annual Review: ***Review Date:*** _____

Was goal accomplished? ☐ **Yes** ☐ **No**

If no, what additional support is needed to accomplish this goal?

_____

_____

SECTION 3: PROFESSIONAL GOALS – Using the SMART goals format, develop ONE professional goal, to be accomplished over the course of the next year.

PROFESSIONAL GOAL:

_____

_____

Steps to Reach this Goal:

-
-
-

Support Needed to Reach this Goal:

_____

_____

Professional Goal - 6 Month Review: ***Review Date:*** _____

Are you on target to accomplish goal? ☐ **Yes** ☐ **No**

If no, what additional support is needed to accomplish this goal?

_____

_____

Professional Goal - Annual Review: ***Review Date:*** _____

Was goal accomplished? ☐ **Yes** ☐ **No**

If no, what additional support is needed to accomplish this goal?

_____

_____

SMART Goals Definition

SPECIFIC: **Specifics help to focus your efforts and clearly define what you are going to do. <u>What</u> are you going to accomplish?**
MEASUREABLE: **Establish concrete criteria for measuring progress toward the attainment of each goal you set. (Ex: completion of 100% of home visits; provide 5 trainings to teachers; review 10 health records a week).**
ATTAINABLE/ACHIEVABLE: **A goal needs to stretch you slightly so you feel you can do it and commit to it but not too difficult that you will not be successful in accomplishing it.**
REALISTIC/RELEVANT: **The goal needs to be "doable" for where you are at the current time and based on your current knowledge and abilities.**
TIME-BOUND/TIMELY: **Set a time frame for the goal. (Ex: within the next 3 months; by the end of next quarter; by next program year). Putting an end point on your goal gives you a clear target to work towards.**