

LEARNING EXTENSIONS: HOW TO USE THE TUTORIAL & QUESTIONS FOR TEAM TRAINING

To support programs in meeting professional development needs, we've designed a tutorial and group discussion questions so that you can easily facilitate your own How to Write Long- and Short-term Goals team training. Team training based on the tutorial and Questions for Personal Reflection and Group Discussion will create an opportunity for your team to:

- collaborate and learn together
- discuss issues that are specific to your site
- share ideas, expertise and challenges
- build supportive team relationships
- solve-problems

To develop effective training for your team, we suggest that you (the facilitator):

- preview the tutorial and list the questions
- select questions that are most helpful to your team
- decide how long the training will be and determine the format
- determine how you will introduce the questions and how long you will spend on each question
- think about how you will encourage participants to follow through with ideas and suggestions at the end of the training.

It might be helpful to schedule a follow-up meeting to discuss how the ideas and strategies are working in the program. Enjoy your training and let us know how it goes!



GROUP DISCUSSION QUESTIONS

1. Think of a child in your program that could use some extra support.
 - a. As a team, develop two long-term goals for the child that are Specific, Measurable, Attainable, Relevant, and Time-based (SMART)
 - b. Use the staircase model that Shanda suggested to come up with two or three short-term goals or “steps” that will help the child reach each long term goal.
2. Review your short-term goals, and as a team, discuss how you might be able to make them more Specific, Measurable, Attainable, Relevant, and Time-based (SMART).
3. Reflect on and/or discuss what might happen if your goals are not Specific, Measurable, Attainable, Relevant, and Time-based (SMART).
4. Brainstorm with your team to develop a list of strategies you can use to support the child in meeting the short-term goals.
5. Do you need help identifying strategies? Remember that the CMAS consultant is available to help develop or review your goals and strategies!
6. Are there any other children in your program that would benefit from some extra support in a particular area of development? With your team, discuss how you might be able to use what you have learned about setting SMART goals to help that child.

