

## Self-Directed Learning Tool

### Sample Learning Goals, Non-Client Care

**Learning Goal:**

Expand my knowledge of staffing requirements and scheduling so that the next employee survey satisfaction rating has improved by 20%. I will complete this goal by Nov 30.

**Action Plan:**

Review Union contract regarding shifts etc. by Nov 30  
Facilitate brain storming session with staff to discuss ways to improve scheduling by Nov 30  
Explore types of software available to computerize scheduling by Feb. 28  
Implement the new staffing schedule by April 30  
Resurvey the staff by Oct 31

**Learning Goal:**

By June 30, I will expand my knowledge of food choices in East Asian and Chinese communities to develop appropriate and culturally relevant marketing materials.

**Action Plan:**

Conduct focus group with East Asian and Chinese communities to determine current food choices by Feb 1  
By April 30, utilize focus group data to identify important nutritional messages for this population  
By June 15, conduct focus group to test marketing materials to ensure that it is culturally sensitive and appropriate

**Learning Goal:**

Improve conflict resolution skills to facilitate smoother working relationships between students and TAs by Oct 31

**Action Plan:**

Read "The 8 Essential Steps to Conflict Resolution" by Dudley Weeks by July 31  
Complete online course "Conflict Resolution Management" by July 31  
Conduct role playing session with the TAs to develop appropriate conflict resolution skills by Sept 30

**Learning Goal:**

By Sept 30 achieve Level 3 French certification to enhance my communication skills between provincial and federal departments of Agriculture.

**Action Plan:**

Complete approved Level 3 French course by Jan 31  
Beginning Feb 1, once per week, speak only French with colleagues during lunch hour

**Learning Goal:**

By May 31, I will increase my knowledge of prenatal nutrition to develop a prenatal nutrition course for pregnant adolescents

**Action Plan:**

By Dec 31, review literature to ensure most up to date recommendations  
By April 1, develop draft program and share it with colleagues to obtain feedback

**Learning Goal:**

Increase my knowledge of vitamin and mineral nutrition through the lifecycle in order to teach an undergraduate course in January.

**Action Plan:**

1. Review current undergraduate texts by October 15.
2. Develop lectures topics and conduct literature reviews on them by November 15.
3. Prepare lectures by December 31.