

# Writing Goals for Self-Directed Learning (SDL)





# QUALITY ASSURANCE

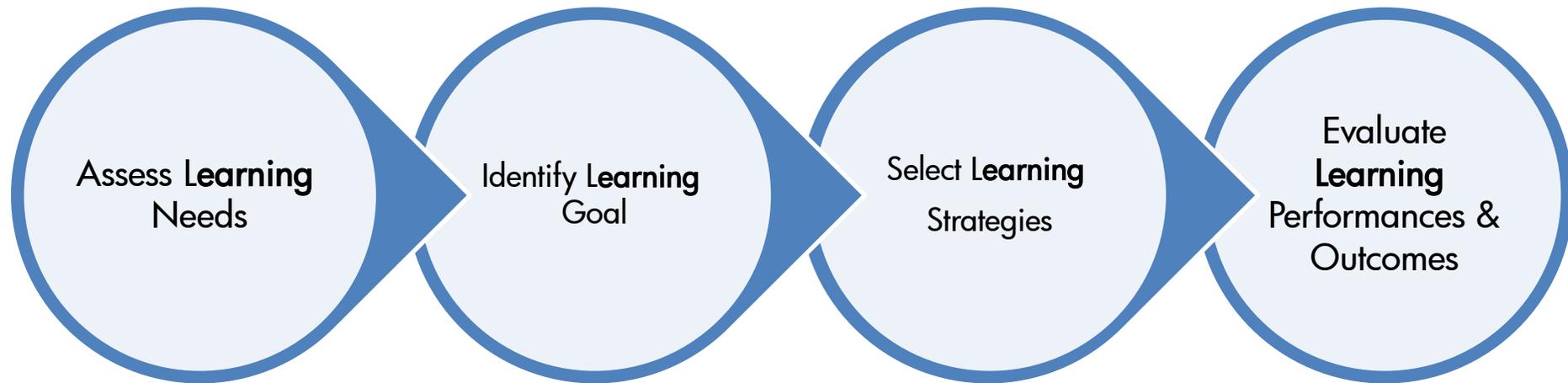


# Webinar Overview

1. Self-Directed Learning (SDL) Tool
2. How to write a *SMART* goal using a *SMART* process for self-directed learning
3. Questions



# Self-directed Learning



# Self-Directed Learning (SDL) Tool



# SMART Process Leads to SMART Goals



**Learning Goals Should Be Easy To Understand**



# What is a SMART process?



Determine exact goals to target  
Help to focus your efforts  
Tells if you're moving toward your goals



# What are SMART goals?

**S**pecific and Strategic  
**M**easurable  
**A**ttainable  
**R**elevant/Results Oriented  
**T**ime-bound

**SMART Goals are Outcome Focused to Achieve Learning**



# SMART Learning Goals Are Not...

## Work Task Goals

- Write a blog
- Develop a policy
- Publish a paper
- Use new equipment
- Implement electronic record keeping

## Process Task Goals

- Join /chair a committee
- Lead a project

## Activity Focused Goals

- Attend a conference
- Pass an exam



# Step 1: Make a list

Consider areas where you would like to improve your knowledge and/or skills to fill a gap and grow your ongoing competence.

## Ideas at the beginning for personal learning:

- *Improve my active listening skills*
- *Expand my knowledge on plant-based nutrition topics*
- *Increase my knowledge of prenatal nutrition*
- *Expand my knowledge and application of research methods*



# SMART Learning Goals Include all Five Elements

Goals can **vary in strength**  
depending on how well you follow  
the **SMART** goal elements



## Step 2: Apply SMART process

How to include all the elements and do it well?



# Use the SMART elements

1. Is it Specific? (Who? **What?** Where? When? Why?)

2. Is it Measurable? (How will I measure progress? How many? How much?)

3. Is it Attainable? (Can this really happen? Is it attainable with enough effort? **What** steps are involved? Where will it happen?)

4. Is it Relevant and Results Oriented? (**What** knowledge, skills, and abilities are necessary to reach this goal?)

5. Is it Time-Bound? (Can I set fixed deadlines? **What/When** are the deadlines?)



# Step 3: Write your learning goal SMART

## Scenario: 1

<p><u>Specific</u> : Focuses on clearly individualized, specified learning to be achieved.</p>	<p>I will expand my knowledge and application of research methods</p>
<p><u>Relevant/Results Oriented</u> – Produces an "endpoint" change in learning which can be defined and sustained.</p>	<p>so that I can evaluate the most recent studies related to cannabis and its effect as an appetite stimulant</p>
<p><u>Time-bound</u> - What are your timelines for achieving your learning goals?</p>	<p>By June 2021</p>



# Step 4: Add an Action Plan

Attainable - Limited to strategies and activities that can be expected within the context and time frame of the goal

Complete statistics course by Dec 30  
Complete "Research Methods" course by Dec 30  
Form working group and critically evaluate recent Cannabis studies by March 31

Measurable - Able to be demonstrated by observable and specifiable improvement in learning.

Obtain feedback from working group on analysis of articles reviewed.



# Step 5: Use the Cross-Check Criteria

## Requirements for the Goal:

Criteria	Yes	No
Is the goal related to dietetic practice?		
Does the goal impact/improve either knowledge or quality of practice?		
Are there any learning outcomes identified?		
Will the goal increase professional competency?		
Does the action plan align with the goal?		



# Scenario 2

Example:  
I want to mentor interns.



This goal, “I want to mentor interns” has many problems with it. It doesn’t include the five SMART elements.



## Reflection:

What skills do you need to acquire to mentor interns?

What **LEARNING** do I need to facilitate this task?



(Who? What? Where? When? Why?)

## Specific:

What will impact or improve knowledge or quality of practice? Think about the outcome.

## The Outcome

More than improved communication (need to identify area of communication)

**Example:** *My learning goal is to improve my knowledge of the principles of active listening skills.*



# Relevant/Results Oriented

- ✓ For the goal to be relevant, it must be a skill that helps your practice or improves your dietetic competency

**Example:** *This new learning applies to my practice, as it will enhance my active listening and interpersonal skills with interns.*



## Time-Bound

- ✓ Consider timeframe of what you will do to ensure learning and continuous improvement

**Example:** *I will achieve this learning by July 31, 2021.*



Next add your action plan:

## Attainable: How will you determine if you have met this goal?

- √ The goal must be attainable. If you must complete a course to acquire these skills and you have no financial support or budget - this is not attainable.

### Example:

*I can accomplish my learning goal by doing the following:  
Complete the SkillPath 'Active Listening Seminar' by Feb 28, 2021.  
Read 3 journal articles on active listening by March 15, 2021.  
Review CDO Resources regarding supervising learners by March 30, 2021.*



# How will you measure progress? How to demonstrate learning has occurred?

*“The how” - How will you measure success? e.g., we might demonstrate skills gained from completing a course, read and critique journals, and practice/get feedback*

**Example:**

*I will obtain feedback from Interns regarding my coaching by June 30, 2021.  
I will utilize their feedback to ensure continuous improvement by July 31, 2021.*



# SMART Learning Goal

## Learning Goal

### Example:

*I will improve my active listening skills so that I can enhance my communication with interns. I will utilize their feedback to ensure continuous improvement by July 31, 2021*

## Action Plan

### Example:

- *Complete the SkillPath 'Active Listening Seminar' by Feb 28, 2021.*
- *Read 3 journal articles on active listening by March 15, 2021.*
- *Obtain feedback from Interns regarding my coaching by June 30, 2021.*
- *Review CDO Resources regarding supervising learners by March 30, 2021.*



# Do the SMART Cross-Check

## Specific

Focus on clearly specified learning outcomes - will improve my active listening skills

## Measurable

Demonstrate improvement in learning - Action Plan: demonstrate skills gained from completing a course, read and critique journals, and practice/get feedback

## Attainable

Action Plan: specific “how to” - how you get there? Does the action plan align with the goal?

## Relevant/Results Oriented

Produce an “end point” change in learning which can be defined, measured, and sustained - enhance my communication with interns- utilize their feedback

## Time-Bound

Ensure results are bound by an explicit and manageable timeline – improvement by July 31



# Do the Criteria Cross-Check

## Requirements for the Goal:

Criteria	Yes	No
Is the goal related to dietetic practice?		
Does the goal impact/improve either knowledge or quality of practice?		
Are there any learning outcomes identified?		
Will the goal increase professional competency?		
Does the action plan align with the goal?		



# Scenario 3

**I want to keep up with my learning while on leave**

This goal is not likely going to be achieved without more thought about how it can be achieved, and without an action plan in place to get there.

Turn this into a SMART goal.



I want to keep up with my learning while on leave

Template:

What is your learning goal?

1. Is it Specific? (Who? What? Where? When? Why?)

My learning goal is to increase my knowledge or skill of \_\_\_\_\_

2. Is it Measurable? (How will I measure progress? How many? How much?)

Action Plan - I will know that I have accomplished my learning by the following outcome measures:

3. Is it Attainable? (Can this really happen? Is it attainable with enough effort? What steps are involved?)

Action Plan - I can accomplish my learning goal by doing the following 3-4 actions\_\_\_\_\_ (give the timeline)

4. Is it Relevant and Results Oriented? (What knowledge, skills, and abilities are necessary to reach this goal?)

This new learning applies to my practice because \_\_\_\_\_

5. Is it Time- Bound? (Can I set fixed deadlines? What are the deadlines?)

I will achieve this learning by\_\_\_\_\_

# SMART Learning Goal Template

## Learning Goal

My learning goal is to increase my knowledge and skill of *unconscious bias*, including *practical steps to act with cultural humility*.

This new learning applies to my practice because *I can act with culturally humility, equity and fairness when interacting with clients. I will achieve this goal by June 30, 2022*



## Action Plan:

I can accomplish my learning goal by doing the following 3-4 actions\_\_\_\_\_

- *I will participate in a 2.5-hour online unconscious bias workshop by the end of January 2022.*
- *I will review articles on unconscious bias from peer-reviewed journals by March 2, 2022*
- *Review College webinar on Cultural Competence by April 2022*

I will know that I have accomplished my learning by the following outcome measures:

- *I will write a reflective paper about how to implement unconscious bias, after the workshop to share with team members when I return to work.*
- *I will initiate and facilitate discussion and further share my learning with my colleagues to collaborate on implementing anti-racism practices in our work*



# Do the Criteria Cross-check

## Requirements for the Goal:

Criteria	Yes	No
Is the goal related to dietetic practice?		
Does the goal impact/improve either knowledge or quality of practice?		
Are there any learning outcomes identified?		
Will the goal increase professional competency?		
Does the action plan align with the goal?		



# Scenario 4

I want to learn about virtual teaching during the pandemic

During the COVID19 pandemic, which started in March 2020, all in-person classes needed to be converted to virtual instruction online at the university

Turn this into a SMART goal.



I want to learn about virtual teaching during the pandemic

Template:

What is your learning goal?

1. Is it Specific? (Who? What? Where? When? Why?)

My learning goal is to increase my knowledge or skill of \_\_\_\_\_

2. Is it Measurable? (How will I measure progress? How many? How much?)

Action Plan - I will know that I have accomplished my learning by the following outcome measures:

3. Is it Attainable? (Can this really happen? Is it attainable with enough effort? What steps are involved?)

Action Plan - I can accomplish my learning goal by doing the following 3-4 actions\_\_\_\_\_ (give the timeline)

4. Is it Relevant and Results Oriented? (What knowledge, skills, and abilities are necessary to reach this goal?)

This new learning applies to my practice because \_\_\_\_\_

5. Is it Time- Bound? (Can I set fixed deadlines? What are the deadlines?)

I will achieve this learning by\_\_\_\_\_

# SMART Learning Goal Template

## Learning Goal

### Example:

My learning goal is to increase my knowledge and skill of *new video-conferencing software and proven teaching techniques to effectively engage students in a virtual environment for their placement preparation.*

This new learning applies to my practice because *I will use new technologies to adapt my original in-person course material to virtual teaching. I will achieve this goal by June 30, 2022*



### Action Plan:

I can accomplish my learning goal by doing the following 3-4 actions\_\_\_\_\_

- *I will participate in training sessions offered by the University to maximize the use of Zoom, MTeams, and possibly Adobe Connect, and to better use the tools in Brightspace (Virtual Campus).*
- *I will consult with the University's Teaching and Learning Support Services for ideas on interactive teaching activities.*
- *I will review the Information and Privacy Commissioner's Virtual Care Guidelines.*

I will know that I have accomplished my learning by the following outcome measures:

- *I will collaborate with my peers in sharing mutually beneficial ideas. I have subscribed to the University's forum 'Teaching & Learning Community' platform.*
- *I will survey to obtain the students' feedback at the end of every semester. When: Fall 2021, Winter and Fall 2022 semesters.*



# Do the Criteria Cross-check

## Requirements for the Goal:

Criteria	Yes	No
Is the goal related to dietetic practice?		
Does the goal impact/improve either knowledge or quality of practice?		
Are there any learning outcomes identified?		
Will the goal increase professional competency?		
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# COLLEGE'S DEFINITION OF PRACTICING DIETETICS

**Dietetic practice is paid or unpaid activities for which members use food & nutrition-specific knowledge, skills and judgment while engaging in:**

- the assessment of nutrition related to health status and conditions for individuals and populations;
- the management and delivery of nutrition therapy to treat disease;
- the management of food services systems; building the capacity of individuals and populations to promote, maintain or restore health and prevent disease through nutrition and related means; and
- the management, education or leadership that contributes to the enhancement and quality of dietetic and health services.



# INTEGRATED COMPETENCIES FOR DIETETIC EDUCATION AND PRACTICE (ICDEP)



<https://www.pdep.ca/tools/standards.aspx>



# How to be SMARTER about SMART goals?



**E**valuate & **R**eview



# To Summarize, New Template:

**STEP 1: LEARNING GOAL** (Please avoid abbreviations. The use of plain language is preferred).

**Specific & Strategic** – My learning goal is to increase my knowledge or skill of \_\_\_\_\_

**Relevant/Results Oriented** – This new learning applies to my practice because \_\_\_\_\_

**Time-Bound** - I will achieve this learning by \_\_\_\_\_

**STEP 2: ACTION PLAN** (align to learning goal)

**Measurable** - I will know that I have accomplished my learning by the following outcome measures:

**Attainable** - I can accomplish my learning goal by doing the following 3-4 actions \_\_\_\_\_





**SELF-DIRECTED  
LEARNING TOOL**

**LEARN MORE**

The College encourages all RDs to review the following resources prior to setting annual SDL Tool goals

**Video:**

[Writing Professional Goals](#) – English  
[Writing Professional Goals](#) – French

Examples of SMART Goals: [Direct Patient Care](#); [Non-Client Care](#)

Please read the guide for "[Writing SMART Goals](#)"

[Template for Writing SMART Goals](#)

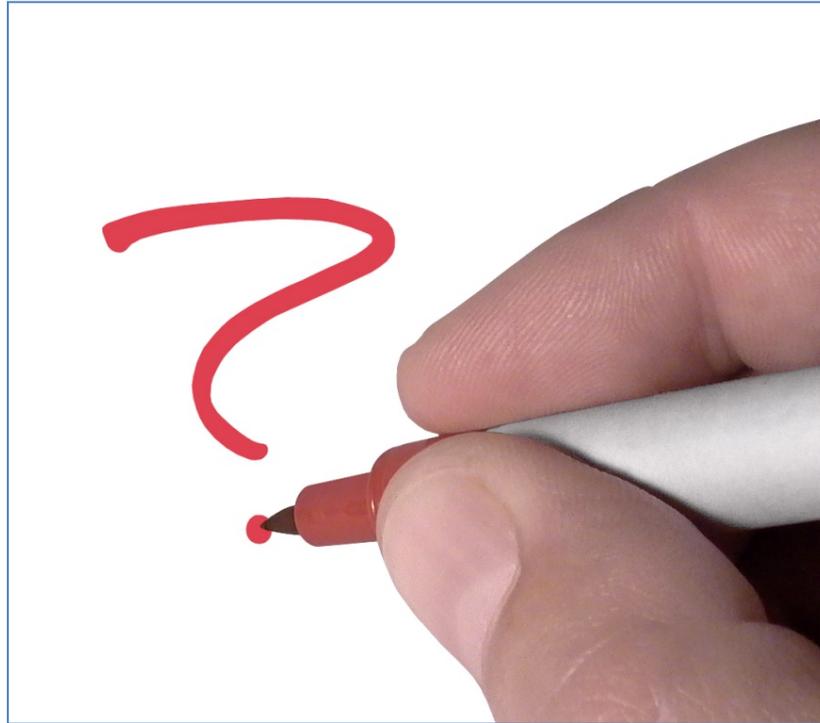




★  
EVERY  
ACCOMPLISHMENT  
STARTS WITH  
THE DECISION  
TO TRY.  
★



# Questions





Please do not hesitate to contact the  
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416-598-1725; 1-800-668-4990 ext. 233

