Self-Directed Learning (SDL) Tool
Sample SDL Tool Learning Goals, Non-Client Care

Meets SMART criteria as written	Does not meet SMART criteria as written

Learning Goal:
  Expand my knowledge of staffing requirements and scheduling to help staff provide optimum quality care and improve employee satisfaction by 20%; I will complete this goal by November 30.
 	
Action Plan:
  Review Union contract regarding shifts etc., by November 30.
  Facilitate a brainstorming session with staff to discuss ways to improve scheduling by November 30.
  Explore types of software available to computerize the schedule by February 28.
  Develop guidelines for staff scheduling and obtain feedback from staff.
  Implement the new staffing schedule by April 30.
  Resurvey the staff by October 31.
	Learning Goal:
	  Expand my knowledge of staffing requirements and employee survey satisfaction. I will complete this goal by November 30.
	
	(Comment: Learning goal as written is not specific, no learning identified, and no application identified).
	
	Action Plan:
	  Review Union contract by November 30.
	  Facilitate brainstorming session with staff to discuss schedule by November 30.
	  Explore types of software available to computerize the schedule by February 28.
	
	(Comment: Identify 2-4 specific action plans for accomplishing and measuring the learning identified).

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 a focus group with East Asian and Chinese communities to determine current food choices by February 1.
  By April 30, utilize focus group data to identify critical nutritional messages for this population.
  By June 15, conduct a focus group to test marketing materials to ensure that they are culturally sensitive and appropriate.
	Learning Goal:
	  By June 30, I will expand my knowledge of food choices in East Asian and Chinese communities.
	
	(Comment: Learning goal has no application/outcome identified).
	
	Action Plan:
	  Conduct a focus group with East Asian and Chinese communities to determine current food choices by February 1.
	  By April 30, utilize focus group data to identify critical nutritional messages for this population.
	  By June 15, conduct a focus group to test marketing materials to ensure that they are culturally sensitive and appropriate.

Learning Goal:
  Improve conflict resolution skills to facilitate smoother working relationships between students and TAs by October 31.
 	
Action Plan:
  Read "The 8 Essential Steps to Conflict Resolution by Dudley Weeks by July 3.
  Complete an online course" Conflict Resolution Management" by July 31.
  Conduct a role-playing session with the TAs to develop appropriate conflict resolution skills by September 30.
	Learning Goal:
	  Improve conflict resolution skills to facilitate smoother working relationships between students and TAs by October 31. (Acceptable)
	
	Action Plan:
	  Complete an online course " Conflict Resolution Management" by July 31.
	
	(Comment: Identify 2-4 specific action plans to accomplish learning goal, no measurement identified to show learning accomplished).

Meets SMART criteria as written	Does not meet SMART criteria as written

Learning Goal:
   By September 30, increase my knowledge and skills in the French language to improve communication skills between provincial and federal departments of Agriculture.
 	
Action Plan:
   Complete approved Level 3 French course by January 31.
   Complete a language assessment to determine French proficiency by February 10.
Beginning February 10, once per week, speak only French with colleagues during lunch hour and get feedback.
	Learning Goal:
	   By September 30, achieve Level 3 French certification.
	
	(Comment: Learning goal as written is not specific, no learning outcome identified/application).
	
	Action Plan:
	   Complete approved Level 3 French course by January 31.
	
	(Comment: Identify 2-4 specific action plans for learning, no measurement identified to show learning accomplished).

Learning Goal:
   By May 31, I will increase my knowledge of prenatal nutrition to develop a prenatal nutrition course for pregnant adolescents to optimize their nutritional intake/status.
 	
Action Plan:
   By December 31, review literature to ensure the most up-to-date recommendations.
   By January 30, identify key concepts and implications for practicing with pregnant adolescents.
   By February 14, form a working group and critically evaluate and develop course materials
   By April 1, develop a draft program and share it with colleagues to obtain feedback.
	Learning Goal:
	   By May 31, I will increase my knowledge of prenatal nutrition.
	
	(Comment: Learning goal is not specific and missing relevance and applicability to practice).
	
	Action Plan:
	   By December 31, review literature to ensure the most up-to-date recommendations.
	   By April 1, develop a draft program and share it with colleagues to obtain feedback.
	
	(Comment: Identify 2-4 specific action plans for learning. The action plan does not align with the learning goal).

Learning Goal:
   Increase my knowledge of vitamin and mineral nutrition through the lifecycle to teach an undergraduate course by January 15.
 	
 Action Plan:
  1. Review current undergraduate texts chapters on vitamin and mineral nutrition through the lifecycle by October 15.
  2. Conduct literature reviews and critique articles on vitamin and mineral nutrition through the lifecycle by November 15.
  3. Prepare lectures based on best practices and the latest vitamin and mineral nutrition through the lifecycle evidence by December 31.
  4. Obtain feedback from students regarding my teaching on vitamin and mineral nutrition through the lifecycle by June 30.
	Learning Goal:
	   Learn about vitamin and mineral nutrition to teach an undergraduate course by January 15.
	
	(Comment: Learning goal is not specific).
	
	 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.
	
	(Comment: no measurement identified to show learning accomplished).

Learning Goal:
   I will increase my knowledge and skill of public health advocacy related to food, nutrition, healthy eating, and the dietetics profession by March 25. I will use this knowledge to influence policy processes relating to food and nutrition.
	Learning Goal:
	   I will learn about public health advocacy-related dietetics by March 25. Then, I will use this to influence policy processes.
	
	(Comment: Learning goal is not specific).

Meets SMART criteria as written	Does not meet SMART criteria as written
Action Plan: • Review at least three public health resources related to advocacy by January 30. • Attend a course or webinar on conducting strategic analysis by February 10. • Apply knowledge when communicating with team members and stakeholders by February 19. • Develop an evaluation framework for advocacy by February 22. • After the workshop, I will write a reflective paper about implementing unconscious bias to share with team members by June 1. • I will initiate and facilitate discussion and further share my learning with my colleagues to implement anti-racism practices in our work.	**Action Plan:** Review at least three public health resources related to advocacy by January 30. Attend a course or webinar on conducting strategic analysis by February 10.. (Comment: no measurement identified to show learning accomplished).
Learning Goal: My learning goal is to increase my knowledge of privacy and security considerations for virtual care visits. This new learning applies to my practice because it will inform me of reasonable steps to keep my clients' health information safe and secure. I will achieve this goal by June 30. **Action Plan:** • I will review the College's online virtual care webinar January 16. • I will review articles on virtual care from peer-reviewed journals by March 15. • I will review the Information and Privacy Commissioner of Ontario Guidelines - Privacy and Security Considerations for Virtual Health Care Visits. • I will seek feedback from clients on their virtual care experience by June 30. • I will initiate and facilitate discussion and share my learning with my colleagues to collaborate on implementing secure virtual care practices in our work by June 30.	**Learning Goal:** My goal is reasonable steps to keep my clients' health information safe and secure. I will achieve this goal by June 30. (Comment: Learning goal as written is a work task, no learning identified, and no application identified). **Action Plan:** • I will review the College's online virtual care webinar by the end of January 15. • I will review articles on virtual care from peer-reviewed journals by March 11. • I will review the Information and Privacy Commissioner of Ontario Guidelines - Privacy and Security Considerations for Virtual Health Care Visits. (Comment: no measurement identified to show learning accomplished).
Learning Goal: My learning goal is to increase my knowledge and skill of motivational interviewing techniques to counsel clients effectively. This new learning applies to my practice because I will use these techniques to enhance my client counselling. I will achieve this goal by September 30. **Action Plan:** I can accomplish my learning goal by doing the following 3-4 actions: • I will participate in workshop sessions offered by (XYZ provider) by February 22. • I will consult with colleagues for strategies on motivational interviewing techniques by March 1. • I will review peer-reviewed articles on motivational interviewing. I will know that I have accomplished my learning by the following outcome measures: • I will create a 2-page reference guide on motivational interviewing to share with colleagues by June 15. • I will survey clients for their feedback anonymously on my motivational interviewing skills by August 30.	**Learning Goal:** Build management skills and experience by taking on a dietetic intern virtually (due to Covid-19) this year. (Comment: no specific learning was identified and no measure of knowledge - the outcome is implied) **Action Plan:** • Explore options and phone/internet platforms that can be used to facilitate virtual internships by November 15. • Begin to mentor a dietetic learner and promote skill-building while learning management skills by December 31. (Comment: Identify 2-4 specific action plans for learning.