

Coaching Webinar





**QUALITY
ASSURANCE**

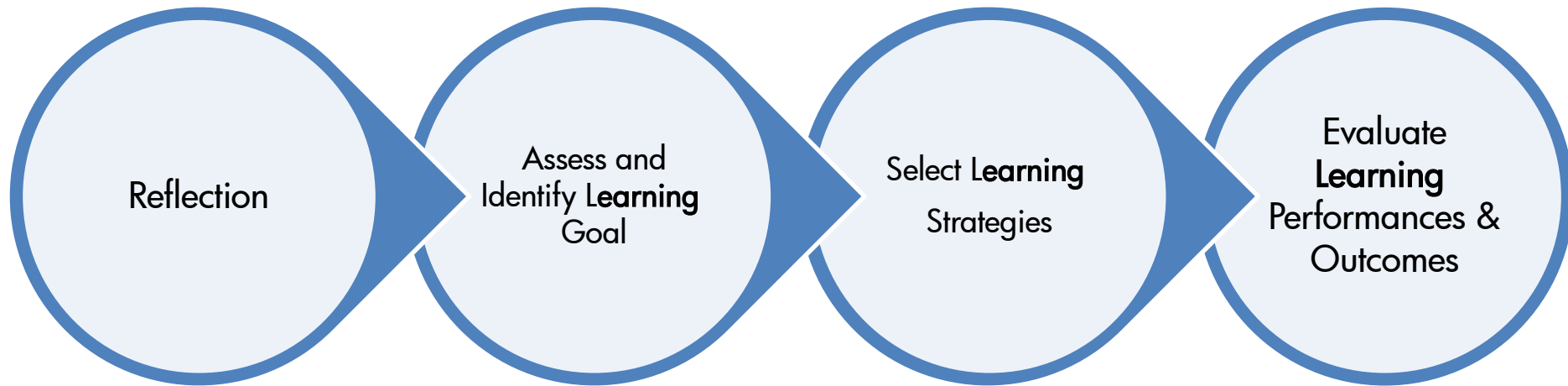


College of Dietitians of Ontario

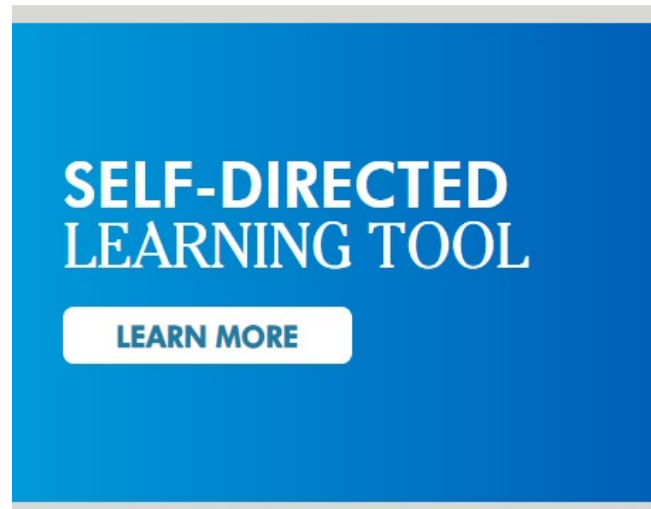
- **Self-directed Learning Tool**
- **Defining Components of SMART Goals**
- **Cross-checking Goals Criteria**
- **Examples**
- **Wrap-up**



Self-directed Learning



Self-Directed Learning (SDL) Tool



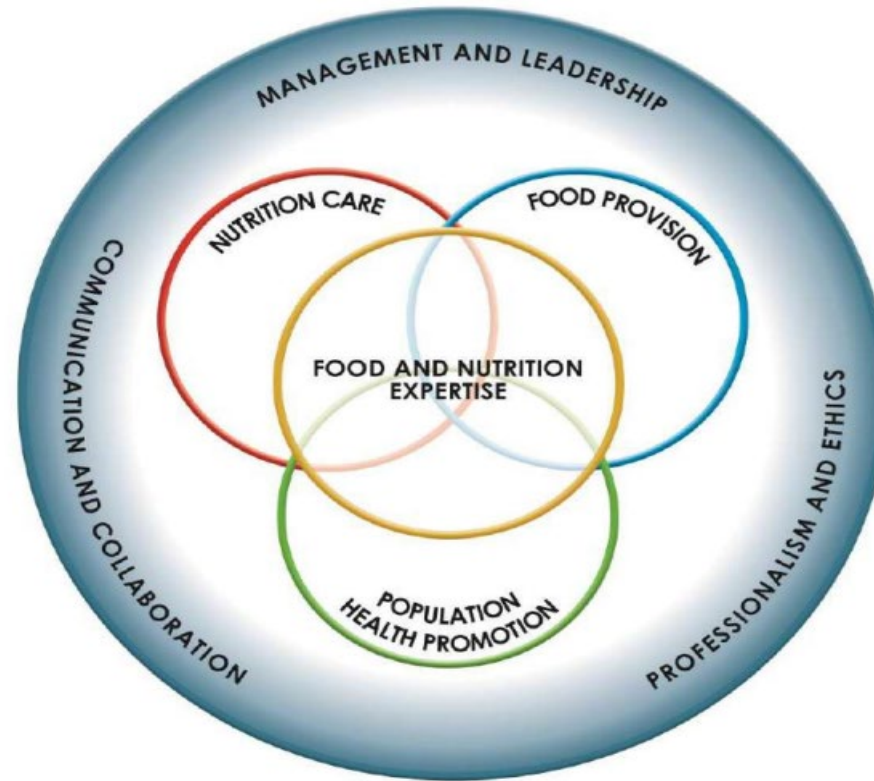
Step 1 - Reflect and make a list



Reflection is
part of our
professional
obligations



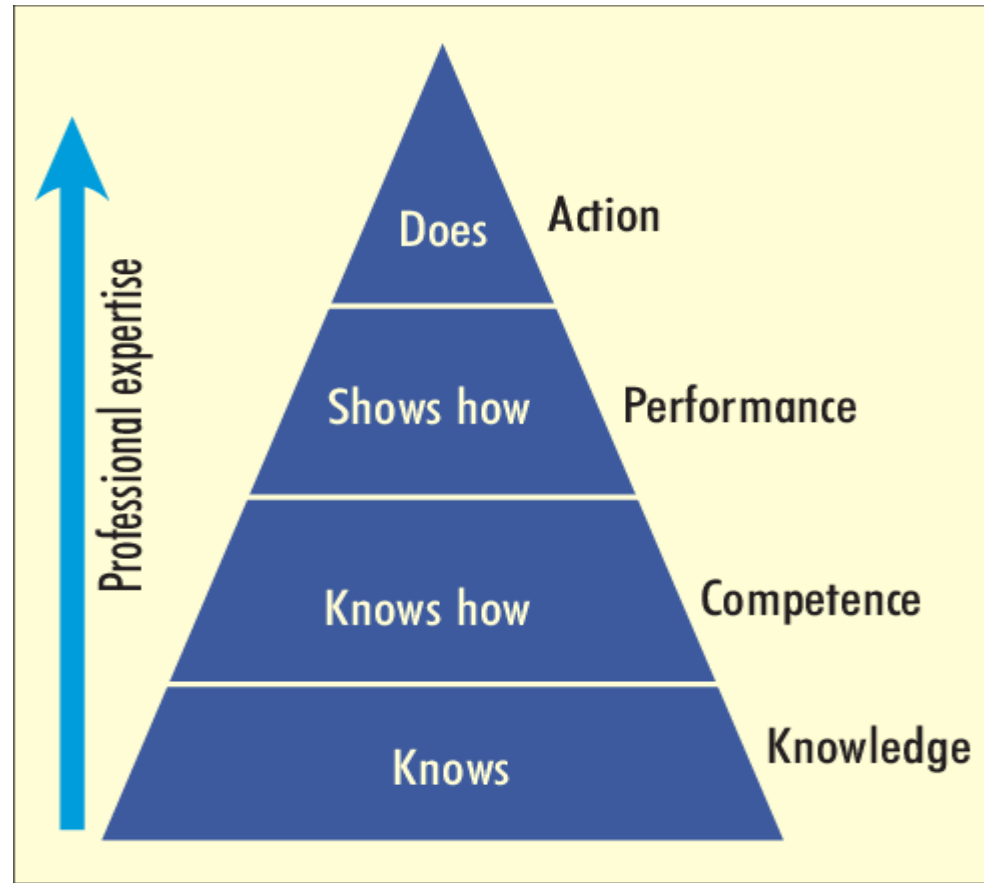
Step 2 – Competency-Based Self-Assessment and refine list



INTEGRATED COMPETENCIES FOR DIETETIC EDUCATION AND PRACTICE (ICDEP)



Learning Goals



Step 3 – Identify learning from performance goals

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



Use work tasks goals to set learning goals

Reflect on the work task you want to change

Analyze the work task goal to understand what skills or knowledge you need to achieve

Set the learning goal

Create the plan



SMART Process Leads to SMART Goals



Learning Goals Should Be Easy To Understand



What are SMART goals?

Specific and Strategic
Measurable
Attainable
Relevant/Results Oriented
Time-bound

SMART Goals are Outcome Focused to Achieve Learning



SMART Learning Goals Include all Five Elements

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



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 4 - Write your learning goal SMART

Scenario: 1

My goal is reasonable steps to keep my clients' health information safe and secure.

| | |
|--|--|
| <u>Specific</u> : Focuses on clearly individualized, specified learning to be achieved. | I will increase my knowledge of knowledge of privacy and security considerations for virtual care visits |
| <u>Relevant/Results Oriented</u> – Produces an "endpoint" change in learning which can be defined and sustained. | This new learning applies to my practice because it will inform me of reasonable steps to keep my clients' health information safe and secure. |
| <u>Time-bound</u> - What are your timelines for achieving your learning goals? | By June 2023 |



Add an Action Plan

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

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.

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

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.



Step 5: Use the Cross-Check Criteria

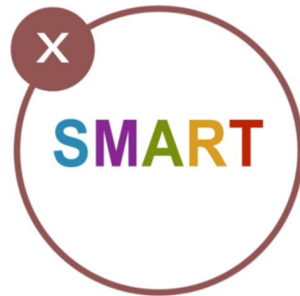
Requirements for the Goal:

| 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, 2023.*



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,. 2023

Read 3 journal articles on active listening by March 15, 2023.

Review CDO Resources regarding supervising learners by March 30, 2022₃



College of Dietitians of Ontario



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, 2023
I will utilize their feedback to ensure continuous improvement by July 31, 2023*



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

Action Plan

Example:

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



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 cultural humility, equity and fairness when interacting with clients. I will achieve this goal by June 30, 2023*



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 2023.*
- *I will review articles on unconscious bias from peer-reviewed journals by March 2, 2023*
- *Review the College webinar on Cultural Competence by April 2023*

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

- *I will write a reflective paper about implementing 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 in my practice

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, 2023*



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 Brighspace (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 Teaching & Learning Community forum platform.*
- *I will survey to obtain the students' feedback at the end of every semester. When: Fall 2023, Winter and Fall 2024 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? | | |
| Does the action plan align with the goal? | | |



- [NEW - Guide on how to write a SMART Goal](#)
- [NEW – SMART Goal Writing Template](#)
- [Criteria for Review](#)

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<http://www.pixabay.com/>





Evaluate & **R**eview



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 _____

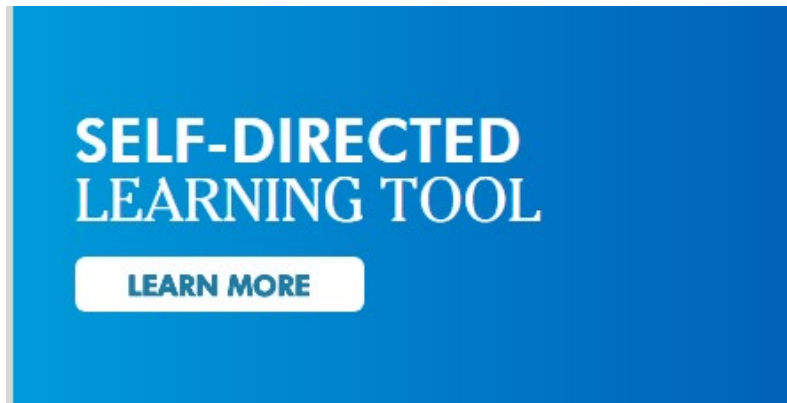
Time-Bound - I will achieve this learning by _____

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 _____





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

Video:

[Writing Professional Goals](#)

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

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

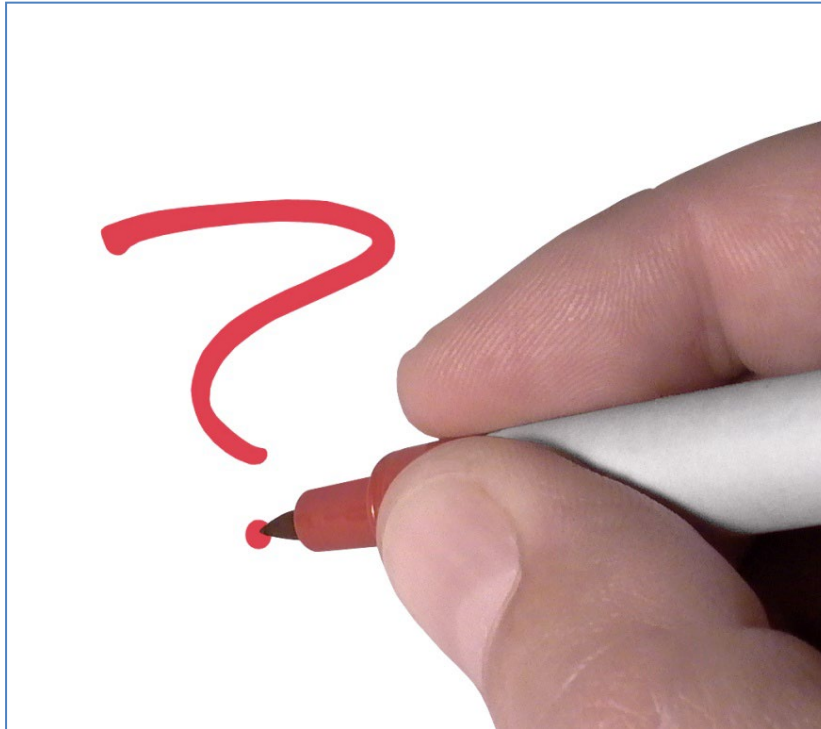




★
**EVERY
ACCOMPLISHMENT
STARTS WITH
THE DECISION
TO TRY.**
★



Questions





Please do not hesitate to contact the
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