

SMART Professional Development goals are:

- **S**pecific – *What? Why? How?*
- **M**easurable – *How will I measure progress & know when I've achieved my goal?*
- **A**ttainable - *Is my goal challenging but still possible to achieve?*
- **R**ealistic – *Is this goal do-able?*
- **T**ime-bound – *What is my timeframe for this goal?*

Directions: Use the SMART goal strategy to identify 1-3 Professional Development goals identified as priorities for the coming year and complete the grid below.

Professional Development Goal(s) for 2014-2015 <i>What do I hope to accomplish?</i>	Reason for Choosing this Goal <i>How will this impact my learners? How will this help me do my job?</i>	Steps & Strategies for Meeting this Goal <i>What PD resources do I expect to use to meet this goal?</i>	Measure of Achievement <i>How will I know that I have achieved this goal?</i>
Conduct outreach to the Deaf/HH community, organizations, services, and businesses in order to recruit new students.	Develops collaborations between CSD and the community.	Collaborate by visiting and sharing information about our program. Use information from consortium pages online, MLC, and making phone calls.	Outreach conducted every month until the end of FY2015. Increase recruitment and attendees by 10%.
Update & improve educational media via technology.	I believe that technology keeps changing rapidly, so we need to ensure our media is up to date.	Attend technology workshops that are offered by either MLC or MDE.	Create and distribute 4 videos and interview 5 successful learners before the end of FY2015.
Developing the history of Deaf ABE program archives via digital equipment.	It is important to keep an archive of the program to be proud of the successes of our learners.	Work with volunteers to archive documents and prepare them to be published in a digital media format.	Complete the archival process prior to moving to a new CSD location (date TBD).

Signature - ABE Staff Member

Signature - ABE Program Coordinator

Date