**Planned Goals and Activities**

Name: Click here to enter text.

Email Address: Click here to enter text.

Commencement Date: Click here to enter text.

Practicum Site: Click here to enter text.

Immediate Supervisor and Position: Click here to enter text.

Email Address: Click here to enter text.

Date Planned Goals and Activities was finalized: Click here to enter text.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planning your Goals and Activities:**

1. **Goal and Activity Planning** – You and your supervisor agree on your planned goals and activities applicable to your position, including the standards, objectives and the skills and behaviours you need to achieve those results. Be sure to link expectations to your planned goals and activities.
2. **Coaching** – You, your supervisor and the Career Development Coordinator will discuss performance issues and your supervisor will provide you the feedback and support to accomplish your goals.
3. **Performance Review** – During the performance review you and your supervisor will formally review your achievements and contribution as related to your planned goals and activities.

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| --- | --- | --- | --- |
| **Goals and Planned Activities** | | **Practicum Student’s Accomplishments (Capture these along the way)** | **Supervisor’s Formal and Information Feedback (Capture this along the way)** |
| **What you plan to do** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **How you will do it** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **What you plan to do** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **How you will do it** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **What you plan to do** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **What you plan to do** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **How you will do it** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Additional Accomplishments:

**Expectations**

**Professionalism and Responsibility**

* Able to adhere to expectation of the agency regarding hours, punctuality, dress.
* Able to analyze situations, make decisions and take actions that is appropriate and effective.
* Able to use discretion/exercise tact in relationships with others.
* Able to maintain confidentiality.
* Demonstrates versatility when approaching diverse range of people and problems.
* Demonstrates objectivity.
* Demonstrates confidence.
* Able to respond to appropriately to given situations.
* Able to deal effectively with own feelings, values and attributes.
* Demonstrates awareness of own strengths and limitations.

**Work Relationships**

* Able to work cooperatively and amiably with staff and outside resource persons.
* Able to work comfortably with clients/public.

**Knowledge and Understanding**

* Demonstrates an accurate and thorough understanding of the agency’s purpose.
* Demonstrates knowledge of relevant legislation and agency policy (able to interpret).
* Demonstrates correct understanding of agency’s programs and services (able to interpret).
* Demonstrates knowledge of procedures required in field practice assignments.
* Demonstrates knowledge of resources that are available to get their field practice tasks done.
* Demonstrates working knowledge of their assigned duties.

**Performance and Ability to Carry Out Assignments**

* Able to follow instructions.
* Able to manage time (set target dates, complete assignments and meets commitments).
* Able to take initiative.
* Able to use resources effectively.
* Able to deal effectively with stressful situations.
* Able to critically assess the practices and operations of the agency and provide relevant suggestions.
* Is organized.
* Is conscientious.
* Is thorough.

**Communication Skills**

* Able to communicate verbally.
* Able to communicate in writing.
* Able to listen actively to demonstrate understanding of others’ messages.
* Able to elicit information by asking appropriate questions.
* Able to check perceptions and suspend judgement.
* Able to read and respond to non-verbal cues (body language, expressions, gestures).
* Able to be assertive and respectful at the same time.
* Able to respond appropriately to the feelings and concerns of others, without over-reaching or giving pre-mature advice.
* Able to negotiate effectively.
* Able to mediate a dispute effectively

**Intervention Skills**

* Able to interview to assess the need for an intervention.
* Able to identify and assess client needs, problems and unused opportunities.
* Able to set goals and plan with clients to assist them to move toward their preferred future.
* Able to reinforce or manage client behaviour appropriately.
* Able to help clients discover and/or use resources.
* Able to terminate relationships and intervention when appropriate.

**Professional Development Plan**

What are your career goals and aspirations, both short and long term?

Click here to enter text.

Future Goals

Click here to enter text.

Development Actions

Click here to enter text.

Accomplishments

Student’s Comments: Click here to enter text.

Supervisor’s Comments: Click here to enter text.