### Meeting #1  Date: _____________

**Set a goal.**

I would like to work on…

(Inlink to Essential Function from Core Competencies)

**Steps to take toward this goal:**

(Include professional development, resources and needed supports)

**My supervisor will help me by:**

(Include professional development, resources and needed supports)

I will complete this plan by:  

**Our next meeting date:**  

Staff Member Signature: _____________________________________________________  

Supervisor Signature: _____________________________________________________

### Meeting #2  Date: ______________

**Success I had in completing this goal:**

What worked? What helped?

What challenges or barriers did I face in completing this goal?

What will I try next?

(Include professional development, resources and needed supports)

**My supervisor will help me by:**

(Include professional development, resources and needed supports)

**Our next meeting date:**  

Staff Member Signature: _____________________________________________________  

Supervisor Signature: _____________________________________________________

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### Meeting #3

**Date:** ________________

**What will I try next?** *(Include professional development, resources and needed supports)*

**Success I had in completing this goal:**

**What worked? What helped?**

**Our next meeting date:**

**Date:** ________________  
**Date:** ________________

### Meeting #4

**Date:** ________________

**What will we try next?** *(Include professional development, resources and needed supports)*

**Success I had in completing this goal:**

**What worked? What helped?**

**Our next meeting date:**

**Staff Member Signature:** ____________________________________________  
**Date:** ________________

**Supervisor Signature:** ____________________________________________  
**Date:** ________________