

Welcome to the Reg Talks Webinar

Writing SMART Learning Goals for Professional Development

We will carry out a sound check 5 minutes before the start of the webinar. Until then, you will not hear us.

Tips for a good webinar experience:

- Close any other internet sites, email etc.
- If your Wi-Fi is not stable, consider hard wiring in for the session.
- Check your speakers for sound.
- If you experience any technical issues – not to worry! The session will be recorded and available for on demand viewing.

Contact us with questions anytime at practiceadvisor@collegeofdietitians.org or 416-598-1725, Ext. 397



Shared Expectations

PLEDGE OF PROFESSIONAL CIVILITY:

In alignment with the Professional Code Of Ethics, attendees agree to treat colleagues with civility and respect; and to support productive dialogue and engagement.



QUALITY ASSURANCE

<https://www.collegeofdietitians.org/programs/quality-assurance.aspx>

SELF-DIRECTED LEARNING (SDL) TOOL

<https://www.collegeofdietitians.org/programs/quality-assurance/sdl.aspx>



Webinar Overview

- Explore guiding questions to reflect on your professional learning for the Self-Directed Learning (SDL) Tool
- Review writing SMART goals
- Explore the new resources – SMART Goals Writing Template and Writing Guide



Webinar Overview

- Discuss how to cross-check your goal to make sure it is SMART
- Review practical examples – we'll work through some goals together
- Question & Answer Period



Resources

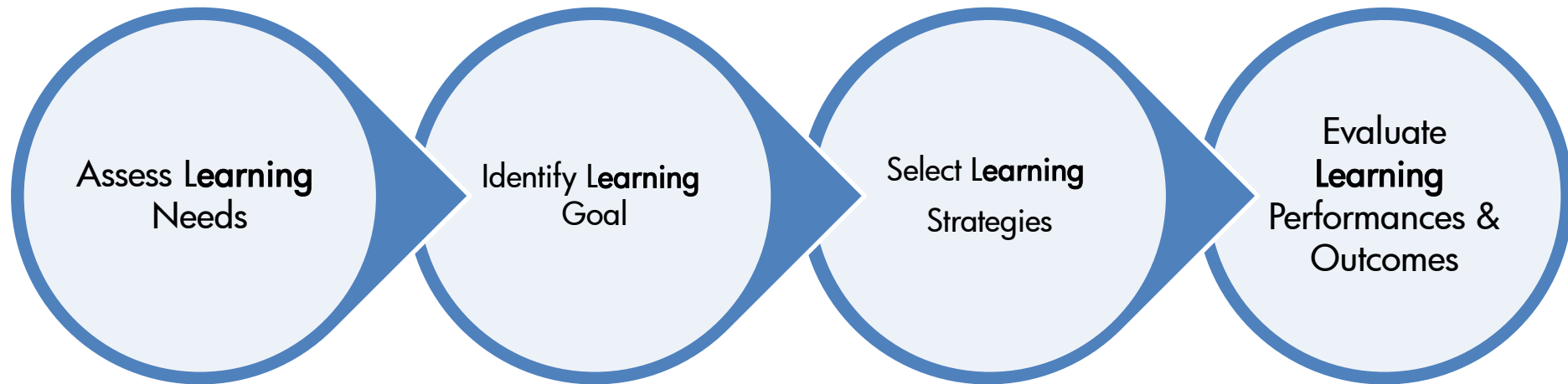


Image by Gerd Altmann from
<http://www.pixabay.com/>

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



Self-directed Learning



Self-Directed Learning (SDL) Tool

**SELF-DIRECTED
LEARNING TOOL**

LEARN MORE



SMART Process Leads to SMART Goals



Learning Goals Should Be Easy To Understand



What is a SMART process?



Determine exact goals to target
Help to focus your efforts
Tells if you're moving toward your goals



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 Are Not...

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



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 _____



Reflect and make a list

Consider areas where you would like to improve your knowledge and/or skills to fill a gap and grow your ongoing competence.

Start with
reflection



Reflection is
part of our
professional
obligations



Let's do a reflective practice exercise

1. How did your experience this year impact your practice?
2. What changed, if anything, in terms of how you do your work?
3. What learning opportunities did you identify through your experiences that you can apply moving forward?
4. Based on your reflection, what areas of your dietetic knowledge, skill and judgment moving forward needs any development?

College of Nurses of Ontario (2020). Practice Reflection. Retrieved from <https://www.cno.org/en/myqa/practice-reflection/>

Likierman, A. (2020). The Elements of Good judgement. Harvard Business Review, Jan/Feb 2020. Retrieved from <https://hbr.org/2020/01/the-elements-of-good-judgement#comment-section>



COLLEGE'S DEFINITION OF PRACTICING DIETETICS

Dietetic practice is paid or unpaid activities for which members use food & nutrition-specific knowledge, skills and judgment while engaging in:

- the assessment of nutrition related to health status and conditions for individuals and populations;
- the management and delivery of nutrition therapy to treat disease;
- the management of food services systems; building the capacity of individuals and populations to promote, maintain or restore health and prevent disease through nutrition and related means; and
- the management, education or leadership that contributes to the enhancement and quality of dietetic and health services.

<https://www.collegeofdietitians.org/programs/practice-advisory/standards-guidelines/definition-of-practicing-dietetics.aspx>



INTEGRATED COMPETENCIES FOR DIETETIC EDUCATION AND PRACTICE (ICDEP)



<https://www.pdep.ca/tools/standards.aspx>



Reflect and make a list

Consider areas where you would like to improve your knowledge and/or skills to fill a gap and grow your ongoing competence.

Ideas for personal learning:

- *Improve my active listening skills*
- *Expand my knowledge on plant-based nutrition topics*
- *Increase my knowledge of prenatal nutrition*
- *Expand my knowledge and application of research methods*



Apply SMART process

How to include all the elements and do it well?



Video:

[Writing Professional Goals](#) – English

[Writing Professional Goals](#) – French



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?)



SMART Learning Goals Include all Five Elements

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



Write your learning goal SMART

Scenario 1: Research

Scenario 1: Research		Learning Goal - Template:
What is your learning goal? 1. Is it Specific? (Who? What? Where? When? Why?)	My learning goal is to increase my knowledge _____ and application of quantitative research methods...	
2. 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 _____ so that I can critically appraise research to identify what is best practice in the area of cannabis and appetite stimulation...	
3. Is it Time- Bound? (Can I set fixed deadlines? What are the deadlines?)	I will achieve this learning by _____ by June 2022.	

Scenario 1: Research

Action Plan Template:

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)

Complete statistics and research methods course by Dec 30.

Review step-by-step guide to critiquing quantitative research by February 14.

Form working group and critically evaluate recent cannabis and appetite stimulation studies by March 31.

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 measures:

Obtain feedback from working group on analysis of articles by June 30.



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

I want to keep up with my learning while on parental leave.

I will review virtual care guidelines while on parental leave.

This goal is **not** likely to be achieved without more thought about how it can be achieved, and without an action plan in place to get there.

Let's turn this into a SMART goal...



I want to keep up with my learning while on parental 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 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 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, 2022.



Action Plan:

I can accomplish my learning goal by doing the following 3-4 actions_____

- I will review the College's online virtual care webinar by the end of January 2022.
- I will review articles on virtual care from peer-reviewed journals by March 2, 2022.
- I will review the information on Privacy and Security Considerations for Virtual Health Care Visits by Information and Privacy Commissioner (IPC) by April 2022.

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

- I will seek out feedback from my clients on their virtual care experience.
- I will initiate and facilitate discussion and further share my learning with my colleagues to collaborate on implementing secure virtual care practices in our work (by June 30, 2022).



Do the SMART Cross-Check

Specific	Focus on clearly specified learning outcomes - will <u>improve my knowledge of privacy and security considerations for virtual care visits.</u>
Measurable	Demonstrate improvement in learning - <u>Action Plan</u> : demonstrate knowledge gained from completing webinar, reading article, and getting feedback from clients and colleagues
Attainable	<u>Action Plan</u> : 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 - <u>seek and use feedback from my clients on their virtual care experience</u>
Time-Bound	Ensure results are bound by an explicit and manageable timeline – improvement by <u>June 30</u>



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 attend a motivational interviewing workshop to improve my counselling skills.

Let's turn this into a SMART goal...



I want to attend a motivational interviewing workshop to improve my counselling skills.

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 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 motivational interviewing techniques to effectively counsel clients.

This new learning applies to my practice because I will use these techniques to enhance my client counselling. I will achieve this goal by Sept 30, 2022.



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).
- I will consult with colleagues for strategies on motivational interviewing techniques.
- I will review peer-reviewed articles on motivational interviewing.

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

- I will create a 2-page reference guide on motivational interviewing to share with colleagues.
- I will survey clients for their feedback on my motivational interviewing skills.



Do the SMART Cross-Check

Specific	Focus on clearly specified learning outcomes - <u>will improve my knowledge and skills of motivational interviewing techniques to effectively counsel clients.</u>
Measurable	Demonstrate improvement in learning - <u>Action Plan</u> : demonstrate knowledge and skills gained from completing workshop, reading articles, and getting feedback from clients and colleagues
Attainable	<u>Action Plan</u> : 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 - <u>seek and use feedback from my colleagues and clients on my motivational interviewing skills.</u>
Time-Bound	Ensure results are bound by an explicit and manageable timeline – improvement by <u>Sept 30</u>



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?		



How to be SMARTER about SMART goals?



Evaluate & Review



To summarize – 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 _____





**SELF-DIRECTED
LEARNING TOOL**

LEARN MORE

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

Video:

[Writing Professional Goals](#) – English
[Writing Professional Goals](#) – French

Examples of SMART Goals:

[Direct Client Care](#); [Non-Client Care](#)

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



“ A GOAL
WITHOUT
A PLAN
IS JUST
A WISH ”

-unknown





Please do not hesitate to contact the
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416-598-1725; 1-800-668-4990
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Questions

