

## BEST PRACTICE SHEET

<b>Name/title</b>	<b>Setting Learning Goals and Outcomes, With Deadline and Criteria</b>																				
<b>Type</b> (select one)	<input type="radio"/> Model <input type="radio"/> <b>Method</b> <input type="radio"/> Task <input type="radio"/> Technique <input type="radio"/> Activity																				
<b>Skill points</b> <i>(how strong is this activity in the field of the 3 skills, where 1 is the least useful in developing a particular skill and 10 means that the method is very effective in improving a given skill)</i>	<b>Critical thinking</b> <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	✓									
	1	2	3	4	5	6	7	8	9	10											
	✓																				
	<b>Problem solving</b> <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	1	2	3	4	5	6	7	8	9	10			✓							
1	2	3	4	5	6	7	8	9	10												
		✓																			
<b>Managing own learning process</b> <table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td> </tr> </table>	1	2	3	4	5	6	7	8	9	10										✓	
1	2	3	4	5	6	7	8	9	10												
									✓												
<b>Goal(s) of the activity</b> <i>(what [sub]skills are targeted?)</i>	The goal of the activity is to develop a useful strategy to achieve goals by organising time and resources and adjusting ways of learning in view of these goals.																				
<b>Description</b> <i>(what is it, how to use it, what issues could occur that need special attention? is any previous knowledge needed?)</i>	Goal setting is a method to be used for increasing effectiveness in learning or achieving professional aims. It requires no prior knowledge. It is an individual decision, how it is set up. However, aspects that considered as useful to include are: <ul style="list-style-type: none"> <li>• The goals</li> <li>• Ways to achieve them</li> <li>• Steps to be taken (broken down)</li> <li>• Resources needed</li> <li>• Time frame/deadline</li> <li>• Optional: Potential risks or challenges</li> </ul> As the title describes, the method starts with setting a goal. The learner thinks of several options to achieve those goals and what needs to be done within these options. It can be useful to structure																				

	the way to achieve goals in logic steps and break each step down in smaller chunks. For each step, an estimated time frame is assigned. Further, it should be noted which resources are needed for each step in order to avoid delays within a certain step, if the foreseen resources are not available. For this purpose, risks and challenges can be analysed. For each potential risk, an alternative ways needs to be found in order to overcome obstacles.
<b>How do we know if we succeeded?</b> <i>(how can a certain learning goal be measured through this activity)</i>	The goals can be “SMART” formulated to ensure that they are stretching yet realistic: S - specific M - measurable A - achievable R - realistic T - timed (defined deadline) Also, in this case, the success can be seen in the achievement of the goal.
<b>Equipment needed</b> <i>(stationery, tools, projector, etc.)</i>	Excel programme, online tools or alternatively paper and pens or a journal
<b>Comments</b> <i>(own experiences, what is this activity good for, why?)</i>	This activity is useful for increasing own effectiveness. Setting a goal and developing a strategy to achieve it helps to focus on what is important and to evaluate steps to be taken regarding their contribution to achieving the set goal. For evaluation, it may further be helpful to seek support from friends or colleagues in order to include another perspective and receive valuable feedback.
<b>Keywords</b> <i>(for the search engine)</i>	Learning goals, setting goals, learning strategies