

<i>Read the statements below and check the boxes that are most like you.</i>	Almost never like me	Sometimes like me	Quite a bit like me	Almost always like me
1. I understand what I read.				
2. When my supervisor tells me how to do something, I understand and go do it.				
3. I can write clearly and others can understand it.				
4. When I talk with my supervisor, I am understood.				
5. I can do math including fractions, decimals and percentages.				
6. While I work, I pay attention to what is going on around me.				
7. I can use the computer with ease.				
8. I can use e-mail and the Internet.				
9. When I need something to do a job, I go find it.				
10. I have few conflicts with other people at work.				
11. I am on time for work.				
12. I release stress in healthy ways.				
13. I work well in a team.				
14. I solve problems at work.				
15. I make decisions at work.				

SMART plan for addressing ONE of the identified needs

1) What is the learning objective? (S**pecific**)

2) How will you determine and measure if objective(s) have been met? (M**easurable**)

3) Is the activity challenging for the learner yet not too difficult? (A**chievable**)

4) What contextualized activities can you develop that will **ensure relevancy**? (R**elevant**)

5) What authentic materials are being used? (R**elevant**)

6) Have you identified a time period to complete the activity and a specific deadline for accomplishing the objective? (T**ime oriented**)

7) How can transfer of the skill be encouraged and demonstrated? (T**ransfer**)

Skill to be developed	BEGINNING Rarely	EMERGING Sometimes	DEVELOPING Often	COMPETENT Consistently