

Training Action Plan

STATEMENT OF GOAL or BEST PRACTICE:

1) We plan to use the following goal or best practice:

2) The goals of adopting this will enhance our program/practice in the following ways:

- a. _____
- b. _____
- c. _____
- d. _____

3) STATEMENT OF GOALS:

Please describe the goal you plan to complete.

Use S.M.A.R.T. goals (**S**pecific, **M**easurable, **A**chievable, **R**ealistic/**R**esults Oriented and **T**ime Dated) to guide your plans.

S.M.A.R.T. Goal Example:

“Develop a training plan to improve staff knowledge and understanding of key health outcomes, as evidenced by staff verbally describing Health Outcome Survey (HOS) questions and related measures by the end of September 2019”

Specific: What, Why, How

What: Develop a training plan

Why: Improve staff knowledge

How: Training, coaching, and workshops

Measurable: Staff are able to verbally describe the HOS questions and related survey measures

Achievable: Every two weeks training sessions / workshops until all staff can successfully demonstrate competency

Realistic/ Results Oriented: Based on staff availability, every two-week training session / workshops will complete training by September 2019

Time Dated: Completed by September 2019

S.M.A.R.T. Goal

Specific: *What will the goal accomplish? Why and how will it be accomplished?*

What:

Why:

How:

Measurable: *How will you measure whether or not the goal has been reached?*

Achievable: *Do you have the necessary knowledge, skills, and resources to accomplish this goal?*

Results Oriented: *What is the reason, purpose or benefit of accomplishing this goal?*

Time Dated: *What is the completion date?*
