

CCST Goal and Mission Development Lesson Plan

Learner(s) Outcome(s):

- Students will understand the purpose of attaining the goals and objectives established by the School Improvement Team.
- Develop a class mission statement.
- Set individual goals.
- Develop a plan to achieve goals.
- Write a list of 4-5 SMART goals.

Objectives:

1. Read a list of goals and objectives.
2. Understand the meaning of each goal.
3. Develop a mission statement.
4. Write a list of personal goals which meet the SMART criteria.
5. Identify plan to achieve goals.

Introduction: Ask students “How do companies and organizations grow and improve?” Guide the discussion toward the establishment of goals and objectives.

Formative Activities:

1. Students will participate in discussion of “Why set Goals?”(Notes 1)
2. Each student will read each goal and objective, follow, and participate in class discussion of goals and mission for Cecil County School of Technology. (Handout 1).
3. Students will understand the relationship of mission to goals through use of Transparency 1.
4. Discussion of what makes good goals. Introduce SMART criteria for goals.
5. Using SMART criteria, students will evaluate School and model goals.
6. Using mission template (Handout 2), students will compose personal mission statements.
7. Using SMART criteria, students will prepare a list of personal goals for the year. Using a goal template (Transparency 2) prepare a list of 3-5 personal goals for the year which will help you achieve the CCST goals.
8. Group students into groups of 3-4 and have group use personal goals to prepare a list of class goals (at least 4-5) for the year based on school goals.
9. Brainstorm with class as to how their personal goals can be achieved. (Transparency 1).
10. Prepare a list using Goal Template (Transparency 2) of suggestions for goal plan.
11. Use student checklist (Handout 3) to assess goal statements.
12. Introduce Students to Student Data Folders. Go over components within folder. (Handout 4)

Closure: Use the Plus/Delta Chart (Handout 5) to assess lesson effectiveness.

Assessment(s):

- Each student will receive one formative grade for personal goal statements based on the SMART rubric.
- Each student will receive one formative grade for preparation of student data folder.

HANDOUT 1

Cecil County School of Technology Mission

Our mission is to assure that ALL STUDENTS are proficient in the skills, knowledge, and attitudes required for life-long learning, productive citizenship, and success in their chosen careers.

Cecil County School of Technology Vision

The Cecil County School of Technology is a diverse learning community where all stakeholders are respected and valued and contribute to an excellent education program in an ever-changing, highly technological, global society.

STUDENTS are engaged in rigorous and challenging learning that uses high-level mathematics, science, English, Social Studies, and problem-solving concepts and skills to address real-world projects and problems in preparation for the modern workplace and continued learning. In partnership with faculty and staff, students are responsible for direction of their own learning through goal setting and continuous evaluation.

TEACHERS AND STAFF have high expectations and are dedicated to meeting the needs of each student. They collaborate in the creation, development, implementation, and assessment of integrated high-level academic and technical programs that meet or exceed established business and industry standards. They assure a level of learning that enables all students to be successful in their chosen careers.

PARENTS AND OUR COMMUNITY PARTNERS support student learning. They participate in decisions that span high school and post-secondary studies and contribute time and resources that assist in fulfilling the mission of the school.

THE SCHOOL ORGANIZATION is sensitive to the aspirations of all students. The school is a vital part of the community and provides educational services to all citizens.

THE SCHOOL ADMINISTRATION provides instructional leadership and facilitates learning and continuous improvement.

CENTRAL OFFICE SUPPORT PERSONNEL provide leadership, resources, and services to the school in order to promote the accomplishment of the school's mission.

Cecil County School of Technology School Improvement Goals

1. Student attainment of a higher level of career/technology proficiency. All students will attain a "B" or better.
2. All students will learn in a safe, secure and inviting learning environment.
3. All students will benefit from effective and efficient support and services provided by a learning organization.
4. Training in and completion of Career and Technology Education Programs that lend to employment in careers that are defined by the MSDE to be non-traditional according to gender will increase.

NOTES 1

TEACHER LECTURE NOTES

Personal Mission Statement Guidelines

While there is no unique format or formula for creating your personal mission statement, the following guidelines may be helpful:

- Keep it simple, clear and brief. The best mission statements tend to be 3 to 5 sentences long.
- Your mission statement should touch upon what you want to focus on and who you want to become as a person (character) in this part of your life. Think about specific actions, behaviors, habits and qualities that would have a significant positive impact in this part of your life over the next one to three years.
- Make sure your mission statement is positive. Instead of saying what you don't want to do or don't want to be, say what you do want to do or become. Find the positive alternatives to any negative statements.
- Include positive behaviors, character traits and values that you consider particularly important and want to develop further.
- Think about how your actions, habits, behavior and character traits in this area affect the important relationships in your life.
- Create a mission statement that will guide you in your day-to-day actions and decisions. Make it a part of your everyday life.
- Think about how your mission affects the other areas of your life. Is it consistent with your other personal mission statements? Will it conflict with or contradict something else? Is it balanced?
- Make it emotional. Including an emotional payoff in your mission statement infuses it with passion and will make it even more compelling, inspiring and energizing.

Remember that your mission statement is not cast in stone. It will continue to change and evolve as you gain insights about yourself and what you want out of each part of your life.

Personal Mission Statement Sentence Templates

Here are some sample personal mission statement sentence templates to get you started (check out the [values list](#) for ideas on possible values you could use). Use these templates as seeds to get your creative juices flowing.

"To ... [what you want to achieve, do or become] ... so that ... [reasons why it is important]. I will do this by ... [specific behaviors or actions you can use to get there]."

Expect that goals should be SMART. This stands for **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound, and is a useful reminder of how to write a top quality goal. Here's what it means...

Specific – your goal should have its expected outcome stated as simply, concisely and explicitly as possible. This answers questions such as; how much, for whom, for what?

Measurable – a measurable goal has an outcome that can be assessed either on a sliding scale (1-10), or as a hit or miss, success or failure.

Achievable – an achievable goal has an outcome that is realistic given your current situation, resources and time available. Goal achievement may be more of a "stretch" if the outcome is tough or you have a weak starting position.

Relevant – a relevant goal should help you on your mission or your "bigger" objectives.

Time-bound – a time-bound goal includes realistic timeframes.

Top Tip – You should limit your goals to between 5 and 7 at any one time. To achieve your goals you have to focus your efforts and attention. As you progress and complete goals, you may add new goals. If you find yourself with more than 7 goals, you are probably writing mini -goals or tasks. Remember to keep your goals focussed on a major area of responsibility.

A sample completed [goal worksheet](#) is included to show you how to lay out your goals. As you read through the following explanations, refer to the worksheet so that you can see how the theory has been put into practice.

Example Goal Worksheet

Use this fictional example goal worksheet to help you see how the theory is put into practice



Goal Statement

My goal is to run the London marathon in April 2003, and to finish in a reasonable position and with a good race time.

Measures of Success

Unsatisfactory - finish in the top 400, get within 30 minutes of personal best.

Could do better - finish in the top 400, get within 15 minutes of personal best.

Expected - finish in top 300 and match personal best time.

Distinguished - finish in the top 200 and beat personal best race time by 10 minutes.

Action Plan

Write up Training Schedule and review with local athletics club.

Follow Training Schedule

Get diet advice and re-stock kitchen cupboards with appropriate food.

Run local half-marathon

Enrol in London Marathon

Run the London marathon!

Timing

By Aug

By Sep &
ongoing

By Oct

Nov 14th

By Nov

23 Apr 03

Self Assessment

Low skill, high will

High skill, low will

Low skill, low will

High skill, high will

High skill, high will



Roger Elliott
Director

Results

August - Researched training plans on the internet and local library and met with local athletics club. They helped me improve my Training Schedule.

September – from the [self confidence course](#) I did (as part of my development plan), I identified that I am most confident when I have a running buddy, so will take my dog out with me for now and look for a running buddy at the local athletics club.

October – Had a hectic month at work so haven't sorted out kitchen cupboards and diet, so will need to do this next month. Training Schedule on track.

November – ran half marathon and achieved good race time. Bought reflective running gear as a reward and so I can run more safely at night and stick with the Training Schedule.

December – stopped taking dog running, as he now can't keep up with me. Need to find a running companion next month! Finally managed to sort out my diet and cupboards. Found out

that I was already following a pretty good diet!

January – Got flu for 2 weeks so training schedule has been reduced for 3 weeks. No need for a running companion, as I haven't been able to train.

February – couldn't find a regular running buddy, so my partner started cycling with me as I ran to help keep a good pace.

March –really focussed on diet and mental preparation. Practised mental games to play to keep me focussed when running.

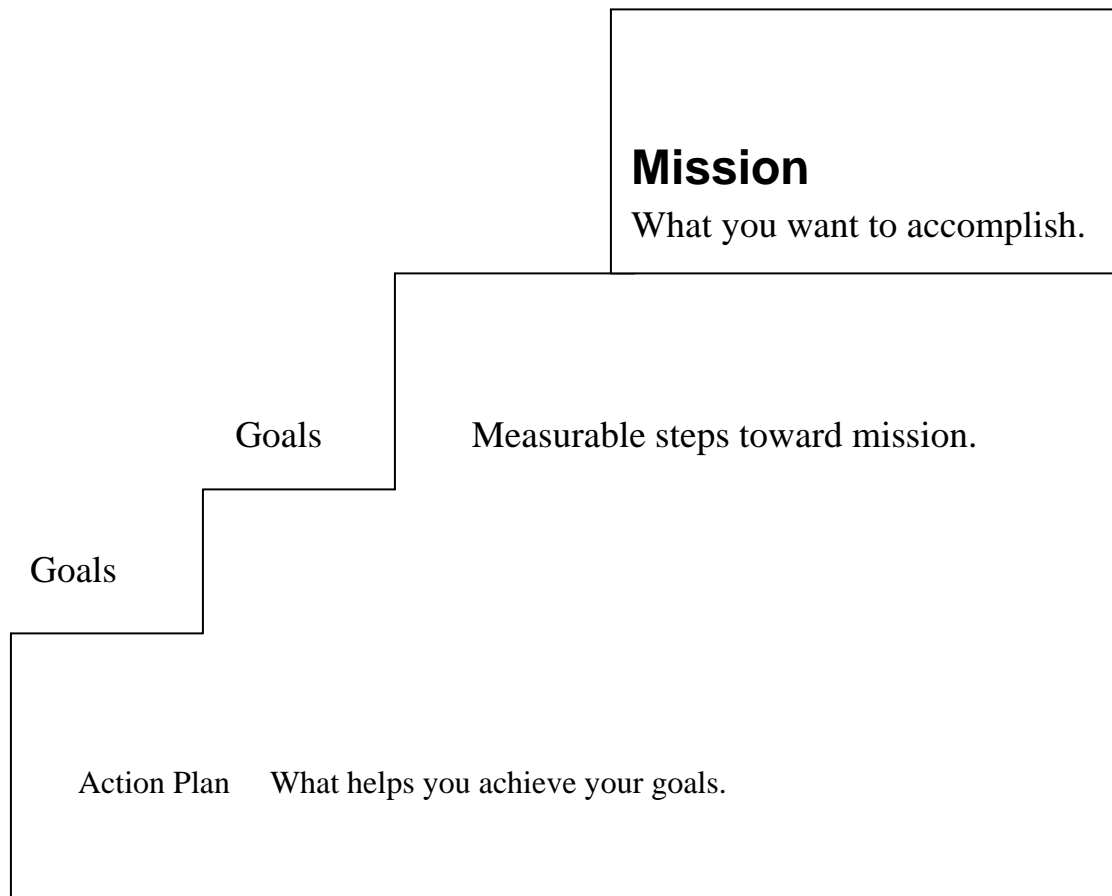
April – ran the race and came 235th, and took 16 minutes off my personal best. Although this outcome is between the 3 and 4 ratings, I think I did a great job!

Go through each of the [SMART](#) characteristics and see if they fit with the example plan.

- 1) Is it **Specific**? – Yes, the goal relates to a specific race.
- 2) Is it **Measurable**? – Yes, and have selected the measurement system and a range of outcomes
- 3) Is it **Achievable**? – Yes, I have run marathon's before and have a reasonable personal best time, and am confident I can achieve it again.
- 4) Is it **Relevant**? – Yes, it motivates me to go out and train regularly, keeping me fit and providing relaxation.
- 5) Is it **Time-bound**? – Yes, the actual race date is included and each task has been scheduled to fit into the run-up to the date.

Transparency 1

Mission Statement



TRANPARENCY 2

Goal Template

Goal Statement .		
Measures of Success .		
Tasks	Timing	Self Assessment 1
Results		

HANDOUT 2

PERSONAL MISSION STATEMENT Template

"To ... [what you want to achieve, do or become] ... so that ... [reasons why it is important]. I will do this by ... [specific behaviors or actions you can use to get there]."

HANDOUT 4

STUDENT DATA FOLDERS


Each student will be responsible for completing a student data folder. This folder will be their individual measurement of their achievement toward our goals.

Folders will be kept in file in a location within the room.

Students will routinely place items into these folders. The student folder should contain the following items:

- Your personal goal statement
- Classroom goal statement
- Competency Profile
- Copy of grading rubric
- Student Grade Chart
- Weekly Plus/Delta Statements
- Weekly Grade Reports

HANDOUT 5
BALDRIDGE
PLUS/DELTA CHART

+ What Worked?	 What should we do differently?
Action Steps for Next Lesson:	

HANDOUT 3 GOAL CHECKLIST

Use the following checklist within your group to assess each other's goal statements according to the SMART criteria.

SMART CRITERIA	Self		Peer	
	Yes	No	Yes	No
Specific				
Measurable				
Achievable				
Relevant				
Time-Bound				

Specific – your goal should have its expected outcome stated as simply, concisely and explicitly as possible. This answers questions such as; how much, for whom, for what?

Measurable – a measurable goal has an outcome that can be assessed either on a sliding scale (1-10), or as a hit or miss, success or failure.

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