

Improvement Plan Template

Goal Setting Form

PROGRAM GOAL: <i>(What does success look like? Specific and Supportive; Measureable and Meaningful; Attainable and Actionable; Realistic and Relevant; Time-Bound and Teachable)</i>				
MEASUREMENT: <i>(How will you measure progress?)</i>	☐ PQA Scale or Item: _____ ☐ Leading Indicator: _____ ☐ Youth Measure (DESSA,DAP): _____	☐ Local Evaluation Report: _____ ☐ School Data (Attendance, Behavior, Grades): _____ ☐ Other (specify): _____		
PROGRESS CHECKS: <i>(When will you check in to be sure you're on track to meet your goal, or to make adjustments to your plan?)</i>				
Lead Staff: <i>Who is the primary person responsible for ensuring that the plan is followed?</i>				
ACTION STEPS: <i>(What needs to happen?)</i>	OUTCOME: <i>(When this step is completed, what will be done?)</i>	LEADER: <i>(Who will be responsible?)</i>	RESOURCES: <i>(What is needed for success?)</i>	TIMELINE: <i>(When will this step be completed?)</i>

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PQI Improvement Plan Steps (Explained)

1. Communicate with staff (and youth) about goal, what the correlating items are in the tool, the intent of items and how to measure those items.
 - You can also make a connection to other best practices on that scale/page/SEL survey, so we understand the connection between the staff best practice and intended outcome. The assessment tool (the only place where the best practice is listed) and basics handbook (breakdown of items and scales in the back) are resources for this step.
2. Have program staff (and youth) attend “training” that support this goal.
 - Workshops, research or learning counts as training. Basics handbook, a call to the coach, internet search, Methods guidebook; all of that is “training.”
3. Staff who attended workshops share with all other staff what they learned (strategies to support items for this goal).
 - Remember, every item in PQA is a best practice to be modeled every day in every program offering. So, once we learn how to do it, we commit to doing it every day in every program offering, at least once.
4. Staff create implementation plan to integrate effective strategies into program delivery.
 - What exactly will you do or say in programs every day this week? Get specific. Choose something you are excited to try out and practice. How will you remember to do it every day? What supports do you need?
5. Staff (youth, volunteers) schedule observation and reflection opportunities when practicing strategies.
 - Give people 5 to 10 days to practice this without being observed, so that it is more natural when it is time to be observed. Observations should only take about 5 or 10 minutes and you are only observing them practice one item (best practice) from the tool.
 - Before observing make sure you read the best practice in the tool so you know what to look for. It can be helpful to read all the best practices on the scale (page) just in case you observe other strengths connected to this practice.
 - Set staff up for success by providing them the observation reflection handout to prepare for the reflection session. Encourage them to have the reflection conversation before they go home from program or before they lead program the next day. Peer reflection conversations shouldn't take more than 10 minutes.
6. All staff reflection on impact of using strategies during program offering and suggest necessary changes or adaptations.
 - Ask in full staff meeting what impact these strategies are having on the youth experience, their experience and overall program. Ask what is needed to strengthen these practices or to maintain them.
 - These practices become our new norm. We don't let them go or stop doing them. We embed them into our routines and habits.
7. Schedule another round of observations on this best practice for a couple of weeks out. And repeat steps 5-7 until this PQA item is the common practice of every staff, every day, in every program offering.

Peer Based Observation Reflection Framework

Thanks for letting me reflect with you and be your accountability buddy as you practiced the strategy of _____.

Overall, how was it for you to _____?

Reflect/Acknowledge/Validate/Reframe

What were your strengths as you _____?

Reflect/Acknowledge/Validate/Reframe

What was challenging about _____?

Reflect/Acknowledge/Validate/Reframe

What would you do differently next time to reach or maintain the best practice of _____?
_____?

Reflect/Acknowledge/Validate/Reframe

What can you do in your next session to set yourself up for success as you _____?
_____?

Reflect/Acknowledge/Validate/Reframe

What resources could support you to be at a mastery level of _____
_____ in every learning/leading moment?

Reflect/Acknowledge/Validate/Reframe

How can I support you as you _____
_____ every day this week?

To make sure we are both clear on your action plan, let me summarize what we talked about.
Read back through everything you wrote down.

Is there anything I missed? Knowing this is a skill expected of you every day, when would you like to check in next about your progress toward your goal? _____?

Reflection Summary Sheet
(based on page 43 in Quality Coaching Guidebook)

YPQA Items to Observe: (PQA strategy, goal, skill practiced) Activity Observed: _____

Observation Reflection Date: _____

Observation Date: _____

Overall thoughts on how it went

Strengths

What were my strengths as I practiced this strategy/goal?

Modifiable Issues

What was challenging about practicing this skill?

What could I do differently next time, to model the best practice?

Action Plan

What resources could help me strengthen my skills in this area?

What support do I need to grow in this area?

How will I hold myself accountable for growing this skill?

When will I check in next about my progress or get observed (and with whom)?