



## Goal Setting

- Determine each new student's reason(s) for entering the basic skills program, i.e. to improve English language skills, to brush up math or writing skills to pass the college placement test, to get a better job, to earn a GED, etc.

Programs should have a goal-setting process whereby students meet with teachers or an intake counselor to help identify and set goals for instruction. The best time for this process to occur is when the learner first enters the program. The goal-setting process should help learners set both a realistic timeline for attaining each goal and a means for determining whether the goal is achieved. Since learners often change their goals after they begin instruction, it is often advisable to extend goal setting over additional orientation sessions during the first few weeks of class. -- *NRS Implementation Guidelines*

- Establish an educational plan to help the students identify and achieve goals. This may involve setting short-term goals that are achievable within the program year. Detailed long-term and short-range student goals must be kept on-file in the student folder.

Setting the timeline and evidence of achievement will help the learner realize whether the goal is short or long term and whether it is achievable. For example, when learners enter a program, many of them state very broad goals, such as attaining a GED or getting a job. Breaking the goal down into discrete steps—with short- and long-term milestones along the way—establishes a series of goals that help learners and teachers design instruction and identify the appropriate goals for NRS purposes. -- *NRS Implementation Guidelines*

- Enter the goals into WABERS+ so they can be data matched. Each program will be accountable for whether the learner achieves these goals, so the goal-setting process should consider whether there is a realistic chance the student can achieve the goal during the current reporting period. Enrolling in post-secondary education and finding or keeping a job must happen within three quarters of the end of the program year (the following winter). Earning a GED or high school diploma must happen within two quarters of the end of the program year (the following fall).