

Professional Development Objective Examples: Example 3

Example 3 might be an objective suggested by a supervisor for an instructor to get involved in a key ongoing center-wide project. This allows the supervisee to contribute positively to the academic team and develop knowledge and skills that will be useful on a resume.

<p>Objective 1: To gain experience and knowledge of going through an accreditation process</p>	<p>Overall target date Start May 2011 – Finish April 2012</p>
<p>Actions and tasks planned to achieve this objective;</p> <ol style="list-style-type: none"> 1. Review the CEA accreditation documents 2. Review the previous submission for accreditation by the ELI 3. Get involved in a group that is working on and contributing to the CEA accreditation documentation 4. Take ownership of a small part of this work and deliver it by the deadline seeking help and support if necessary 	<p>Interim dates</p> <ol style="list-style-type: none"> 1. By end June 2011 2. By end July 2011 3. By April 2012 4. By April 2012
<p>How will the actions, tasks and objective be measured?</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of the process by oral report 2. Demonstrate knowledge of previous submission by oral report 3. Involvement in a group 4. Contribution to the documentation 	
<p>Training and development related to this objective</p> <ul style="list-style-type: none"> • Identifying and locating the relevant documentation • Support and advice as relevant depending on the work 	
<p>End of cycle review & rating of objective 1: What actually happened?</p> <p>Rating: Outstanding / Strong and Positive / Satisfactory / Unsatisfactory (delete as appropriate)</p>	
<p>Supervisor's Comment on Review and Rating:</p>	