

SAMPLE LEARNING GOALS

Goal	Action Steps	Progress Assessment
I need to learn how to conduct a funeral.	<ul style="list-style-type: none"> • Discuss funerals with my mentor. • Consult books and manuals. Collect materials for a funeral resource notebook. • Observe one or more ministers as they go through funeral preparations and as they conduct a funeral. • Meet with a funeral home director to discuss working with ministers. 	<ul style="list-style-type: none"> • Discuss funerals with mentor by October 1. • Collect funeral materials by October 15. • Observe funeral(s) by November 1. • Meet with funeral home director by November 15.
I need to learn how to manage my time more efficiently.	<ul style="list-style-type: none"> • Discuss time management with my mentor. • Read a book on time management. • Keep a detailed record of how I use my time for an entire week. • Acquire resources to help me manage my time. 	<ul style="list-style-type: none"> • Discuss time management with mentor by October 1. • Read a book on TM, and submit a written summary of it to my mentor by October 15. • Record my use of time during the week of November 1-7. • Acquire resources by December 1.
I need to improve my skills in leading small group Bible studies.	<ul style="list-style-type: none"> • Discuss Bible study leadership with my mentor and with one other to whom my mentor refers me. • Have my mentor (or someone he/she recommends) observe me leading a Bible study. Meet with them to receive their observations. • Observe a gifted/skilled Bible study leader, and take notes on what I observe. Meet with them to discuss these observations. • Have my mentor (or his/her appointee) observe me leading a second Bible study. Meet with them to receive their observations. 	<ul style="list-style-type: none"> • Discuss Bible study leadership with mentor or other by October 1. • Lead first observed Bible study by October 15. • Observe other Bible study leader, and meet with them by November 1. • Lead second observed Bible study by November 21.