Planning Tools

- Goal-Setting Form
- Skills-Wheel
- Role Maps

from
Equipped for the Future
http://www.nifl.gov/lincs/collections/eff/eff.html
## Goal-Setting Form

Name ________________________________ Date ____________________

**Purpose for Participating**

**What do you want to be able to do?**

**What skills are needed?**

**What strategies will you use?**

**How will you know when you've achieved your goal?**

**What evidence of progress toward your goal will you collect?**

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*Spring 2001*
EFF Standards
for Adult Literacy and
Lifelong Learning
Parent/Family Role Map

Effective family members contribute to building and maintaining a strong family system that promotes growth and development.

**BROAD AREAS OF RESPONSIBILITY**

<table>
<thead>
<tr>
<th>Promote Family Members' Growth and Development</th>
<th>Meet Family Needs and Responsibilities</th>
<th>Strengthen the Family System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family members support the growth and development of all family members, including themselves</td>
<td>Family members meet the needs and responsibilities of the family unit</td>
<td>Family members create and maintain a strong sense of family</td>
</tr>
</tbody>
</table>

**KEY ACTIVITIES**

- Make and pursue plans for self-improvement
- Guide and mentor other family members
- Foster informal education of children
- Support children's formal education
- Direct and discipline children
- Provide for safety and physical needs
- Manage family resources
- Balance priorities to meet multiple needs and responsibilities
- Give and receive support outside the immediate family
- Create a vision for the family and work to achieve it
- Promote values, ethics, and cultural heritage within the family
- Form and maintain supportive family relationships
- Provide opportunities for each family member to experience success
- Encourage open communication among the generations
Citizen/Community Member Role Map

Effective citizens and community members take informed action to make a positive difference in their lives, communities, and world.

**BROAD AREAS OF RESPONSIBILITY**

<table>
<thead>
<tr>
<th>Become and Stay Informed</th>
<th>Form and Express Opinions and Ideas</th>
<th>Work Together</th>
<th>Take Action to Strengthen Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizens and community members find and use information to identify and solve problems and contribute to the community</td>
<td>Citizens and community members develop a personal voice and use it individually and as a group</td>
<td>Citizens and community members interact with other people to get things done toward a common purpose</td>
<td>Citizens and community members exercise their rights and responsibilities as individuals and as members of groups to improve the world around them</td>
</tr>
</tbody>
</table>

**KEY ACTIVITIES**

- Identify, monitor, and anticipate problems, community needs, strengths, and resources for yourself and others
- Recognize and understand human, legal, and civic rights and responsibilities for yourself and others
- Figure out how the system that affects an issue works
- Identify how to have an impact and recognize that individuals can make a difference
- Find, interpret, analyze, and use diverse sources of information, including personal experience
- Strengthen and express a sense of self that reflects personal history, values, beliefs, and roles in the larger community
- Learn from others’ experiences and ideas
- Communicate so that others understand
- Reflect on and reevaluate your own opinions and ideas
- Get involved in the community and get others involved
- Respect others and work to eliminate discrimination and prejudice
- Define common values, visions, and goals
- Manage and resolve conflict
- Participate in group processes and decision making
- Help yourself and others
- Educate others
- Influence decision makers and hold them accountable
- Provide leadership within the community
Worker Role Map

Effective workers adapt to change and actively participate in meeting the demands of a changing workplace in a changing world.

**BROAD AREAS OF RESPONSIBILITY**

<table>
<thead>
<tr>
<th><strong>Do the Work</strong></th>
<th><strong>Work With Others</strong></th>
<th><strong>Work Within the Big Picture</strong></th>
<th><strong>Plan and Direct Personal and Professional Growth</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers use personal and organizational resources to perform their work and adapt to changing work demands</td>
<td>Workers interact one-on-one and participate as members of a team to meet job requirements</td>
<td>Workers recognize that formal and informal expectations shape options in their work lives and often influence their level of success</td>
<td>Workers prepare themselves for the changing demands of the economy through personal renewal and growth</td>
</tr>
</tbody>
</table>

**KEY ACTIVITIES**

- Organize, plan, and prioritize work
- Use technology, resources, and other work tools to put ideas and work directions into action
- Respond to and meet new work challenges
- Take responsibility for assuring work quality, safety, and results
- Communicate with others inside and outside the organization
- Give assistance, motivation, and direction
- Seek and receive assistance, support, motivation, and direction
- Value people different from yourself
- Work within organizational norms
- Respect organizational goals, performance, and structure to guide work activities
- Balance individual roles and needs with those of the organization
- Guide individual and organizational priorities based on industry trends, labor laws/contracts, and competitive practices
- Balance and support work, career, and personal needs
- Pursue work activities that provide personal satisfaction and meaning
- Plan, renew, and pursue personal and career goals
- Learn new skills

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