

## Appendix D Tips for Preparing your IPDP

### Broad Learning Goals

At the heart of an IPDP are two or three statements of the broad learning goals the Treasurer/CFO/BO plans to meet during the renewal cycle. A goal statement should:

- State an intention to engage in learning using an action verb signifying the Treasurer/CFO/BO's personal learning.
- Describe an area related to practice that will be the focus of the Treasurer/CFO/BO's learning.
- Describe how learning will be demonstrated such as products or dissemination of findings.
- Remember this is not a list of OASBO activities, but learning goals to assist you to work more effectively in the profession.

Possible Goal Components --- Select one from each column (mix and match).

<b>I will:</b>	<b>In what area of improvement:</b>	<b>For the purpose of...</b>
Learn about	A method	Write
Read widely in	A program	Present
Study theory/practice of	A discipline	Develop
Become skillful at	A population	Design
Investigate	An organizational pattern	Document
Research	An area	Create
Explore	A curriculum area	Demonstrate
Gain understanding of		

### Rationale for Goals

The Treasurer/CFO/BO must describe the alignment between each goal and the needs of the professional Treasurer/CFO/BO. To substantiate a need, an educator could cite:

- Data sources that include relevant Treasurer/CFO/BO information or the Treasurer/CFO/BO's own research and evaluation activities.
- Other data relevant to Treasurer/CFO/BO achievement in the field. Data may come from school sources or the Treasurer/CFO/BO's own research and evaluation activities.
- Information from the Treasurer/CFO/BO's self-assessment or reflection activities or feedback from superiors or peers about the Treasurer/CFO/BO's practice.
- Standards or requirements associated with an upcoming or recently acquired responsibility or position.