

**Performance Development Plan**

Please complete this Performance Development Plan at the first lesson together with your student. This will allow you both to set reasonable expectations, set SMART goals, and formulate a learning path that appeals to your student’s learning style & puts them on track to reach their long-term proficiency target. Student: Authorized hours:

Teacher: Current language level:

Language: Date PDP created:

**Language goals:** Please list three of your student’s goals that follow the SMART Goal guidelines below. These goals should be attainable & realistic for the number of hours authorized to your student.

**S.M.A.R.T. Goals**:

**Specific** • **Measurable** • **Attainable** • **Realistic** • **Time-based**

1.

2.

3.

**Recommended materials:** Please list any books or materials your student could benefit from in order to accomplish these goals. To obtain these materials, please connect with your Language Program Manager for instructions or to get approval before purchasing.

1.
2.

**First 5 lessons:** Please plot out the topics and plan for the first 5 lessons with your student. Make sure that any necessary materials are ordered with enough time to arrive before they are needed. This plan is subject to change as needed; you do not need to update IOR or this document with any changes.

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| **Date** | **Time** | **Proposed Topics** |
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