

Performance Development Plan

In conjunction with your Language Training program, IOR has implemented a Performance Development Plan to allow you to set reasonable language learning goals and work with your teacher to design a plan that will help you reach your goals within the allotted time period and hours provided by your company.

The student and teacher are to complete this form together on the first day of class. Completing this form will allow your teacher to formulate a curriculum and learning path that appeals to your learning style and achieves your long-term proficiency targets. Please see the enclosed CEFR Scale to help you begin goal-setting.

Student: Authorized Hours:

Teacher: Expiration Date:

Language: Current CEFR Level:

Date PDP Created:

MY LANGUAGE GOALS *(For example: write better e-mails, be able to watch and understand the news, feel comfortable speaking in a work meeting, present at a quarterly conference, be able to find my way around the city, be able to read stories to my child in target language, etc.)*

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

Specific • **M**easurable • **A**ttainable • **R**ealistic • **T**ime-based

1.

2.

3.

CEFR GOAL:

Estimated time (hrs.) needed to achieve CEFR Goal:

Teacher Comments:

Recommended Materials:

Milestones:

<u>Goal</u>	<u>Date</u>	<u>KPI*</u>
1.		
2.		
3.		
4.		
5.		

First 10 lessons:

Date	Time	Proposed Topics

*KPI: "Key Performance Indicator." A measure that demonstrates that you have effectively achieved a particular target (in this case, a language goal).