

# Work Plan Observation Matrix

## **INSTRUCTIONS**

1. **Brainstorm** three to five goals/tasks you would define as minimum requirements within your job description, e.g., problem solving, designing curriculum and lesson plans, class facilitation, snack menu planning.
2. Clearly **describe** each goal.
3. Use your experience of what this goal looks like at three stages of competency to **create** low, medium, and high performance.
4. **Develop names** for your three categories to reinforce the idea of growth and progress across the levels.
5. **Review** this matrix with your staff, and get their input and suggestions.

*TIP: Creating a matrix like this can be challenging. To get started, reflect back on your experience.*

- *What have been the challenges you or your staff have experienced in each stage in the past?*
- *What was happening when things were going really well?*

