Program Evaluation Self-Reflection and Goal Setting Tool

This tool is specifically designed for early childhood program teams to use during the Program Evaluation (PE) process. The purpose of this tool is to help you think about and discuss current practices, evaluate and brainstorm short and long-term goals, and begin making improvements in your program.

Program Name_____   **Leader's Name**_____

Parent Survey Date_____   Staff Survey Date_____

Health & Safety Checklist Date_____   Equipment Inventory Date_____

Self-Assessment Date _____

Review and reflect on Parent & Staff Survey results, Health & Safety Checklist, Equipment Inventory, and Assessment results:

1. What impressed you most about your current practices?

2. What surprised you most about your current practices?

3. Were there any areas that stood out as changes that you could make?

4. What general areas do you want to start improving the quality of today?

5. Identify 3 specific goals to begin improvement:

Directions for filling out the chart below:
1. Prioritize the 3 goals you have identified above.
2. Identify staff with strong knowledge of this item and create a team.
3. Set a mutually agreed-upon date for team members to meet and brainstorm specifically about the identified goal.

Priority	Goals Identified	Team Members	Meeting Date
#1			
#2			
#3			

Program Evaluation Continuous Quality Improvement Plan (CQIP)

Program Evaluation Brainstorming & Implementation Template
Now that you have identified program goals, assembled a talented team, and established a date for brainstorming, it is time to create a plan of action, followed by a review. It is recommended that each workgroup start by working together to establish ground rules (such as all ideas are welcome and respected, everyone contributes); each group establishes their own ground rules.

Directions for Brainstorming Meeting:
1. Identify a **goal** from previous page.
2. Identify a mutually agreed-upon team **leader** and an information recorder.
3. Identify **professional resources** (such as *All About the ECERS-R*, *Caring for Our Children*, *Oklahoma's Early Learning Guidelines*) and keep them at your fingertips along with parent & staff survey results, Health & Safety Checklists, & Equipment Inventories, Self-assessment results; record in the chart below.
4. Identify **why** the goal is important to your environment and the children and families you serve; record in the chart below.
5. **Talk, talk and talk** some more—about the goal and how to improve this item within your environment. Review the **main points** of the discussion and record them in the chart below.
6. Create a **plan of action** and record in the chart; begin implementation within a realistic timeframe chosen by the team.
7. Meet to **review the effectiveness** of the plan implementation within 2 weeks, 4 weeks, and 8 weeks, 3 months, 6 month and record notes. Short term goals may be met in two months; longer-term goals need to be reviewed for a longer period of time to ensure consistent implementation.

Below is a template Continuous Quality Improvement Plan; additional rows will likely be needed to fully outline action plan steps.

Goal	Leader	Professional Resources	Identification of WHY	Main Points of Discussion	Plan of Action (What, when, who)	Review of Effectiveness

Continuous Quality Improvement Plan (CQIP)

Goal	Leader	Professional Resources	Identification of WHY	Main Points of Discussion	Plan of Action (Who, What, When)	Review of Effectiveness

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