



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CertHE Skills for the Workplace Outreach Programme

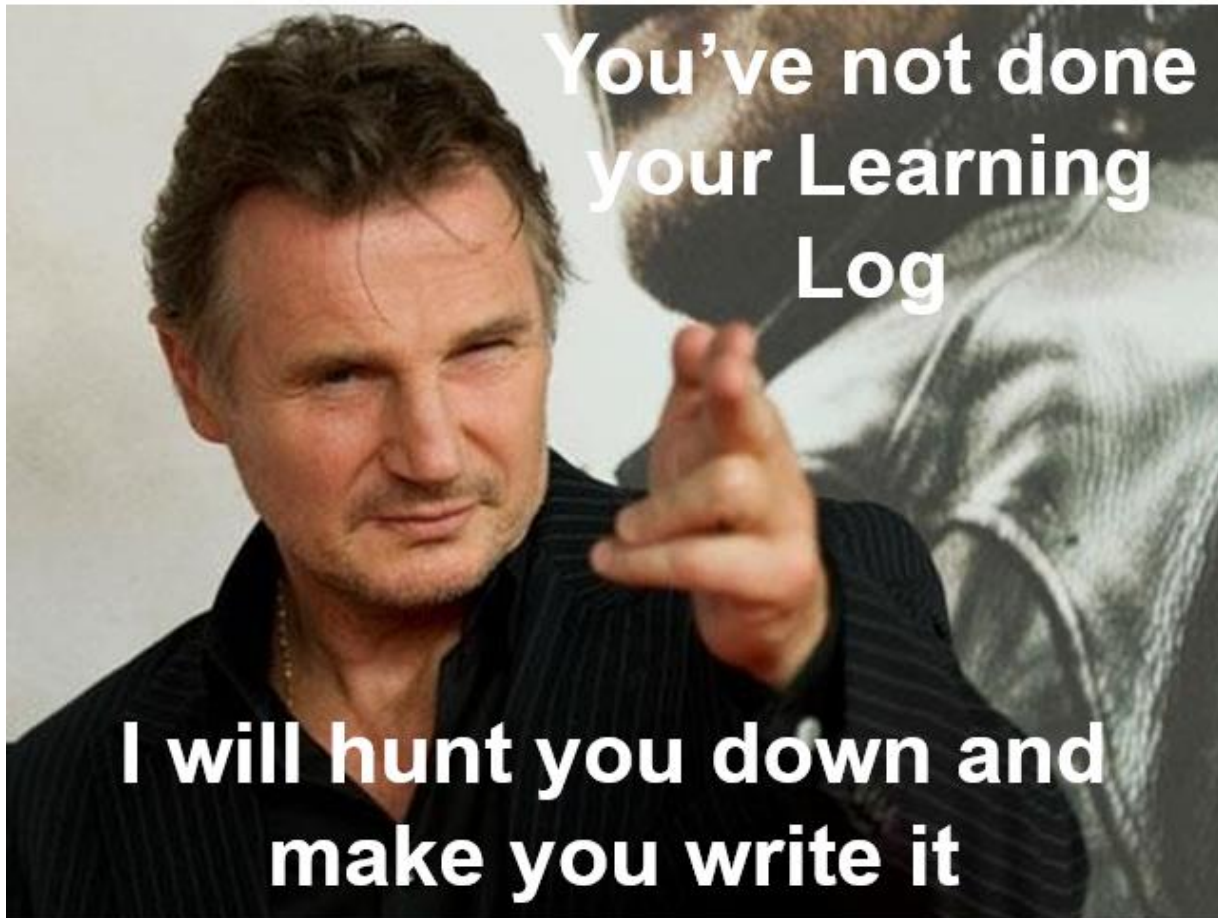
Learning Logs and SMART Objectives

*Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives*



www.uwtsd.ac.uk

Learning Logs



What is a Learning Log?



What is a Learning Log?

A Learning Log contains your record of your experiences, thoughts, feelings and reflections. One of the most important things it contains is your conclusions about how what you have learnt is relevant to you and how you will use the new information/knowledge/skill/technique in the future.

It is not just a diary or record of “what you have done” but a record of what you have learnt, tried and critically reflected upon.

How do I use a Session Learning Log?

For example; after you have written some details about what the session has covered (*description*) you should then note down your thoughts and feelings about the experience and ask yourself some simple questions such as:

- Did it go well? Why? What did you learn?
- Did it go badly? Why? What happened?
- And if things went badly - how can you ensure it doesn't happen next time (if at all possible)?

How do I use a Learning Log?

You can then expand on these by trying to answer the following questions:

- ☐ Have I achieved anything? If so, what?
- ☐ What progress have I made
- ☐ Have I put any theory into practice?
- ☐ How does what I have been doing lead to me becoming better at a skill?
- ☐ How can I use this to plan for the future?
- ☐ How can I use this to plan new learning?

How will it help me?

Skills rarely suddenly develop or improve ‘overnight’

Learning new knowledge and applying it within a skills context usually takes time, effort and perseverance. A Learning Log could help you to become more aware of how you learn, what learning tasks you enjoy (and don't enjoy) and of your emotional and cognitive (thought) processes

At first it may seem difficult to start to critically reflect upon your own learning. Over time though, you will find that it becomes easier. The more often that you practice the skill of self reflection, then the easier it will become.

How will it help me?

Perhaps the three key questions when engaging in the process of producing a Learning Log are:

- Am I being honest with myself?
- Is this a useful process for me?
- Is this helping my own process of learning?

If the answers are 'yes' then a Learning Log is right for you. If the answers are 'no' and you have genuinely asked yourself some of the questions previously mentioned, then perhaps a Learning Log may not really be of much use to you.

Learning Logs

SfWP Outreach Programme Session Learning Log

Module Code:

Date:

Session Number and Date:

Student Name:

Teaching Session Evaluation:

What happened?

What was the session about?

How do I think/feel about this?

How well or how badly did it go?

Learning Logs

My conclusions/reflections/lessons learned
What did I learn?
What have I achieved?
What have I learned about myself?
How does what I am learning lead me to becoming better at a skill?

Be SMART!

 Specific	 Measurable	 Attainable	 Realistic	 Time-bound
Do set real numbers with real deadlines. Don't say, "I want more visitors."	Do make sure that you can track your goal. Don't hide behind buzzwords like "brand engagement" or "social influence."	Do work toward a goal that is challenging but possible. Don't try to take over the world in one night.	Do be honest with yourself, because you know what you and your team are capable of. Don't forget any hurdles you may have to overcome.	Do give yourself a deadline. Don't keep pushing towards a goal you might hit "some day."

Be SMART!

You should use **SMART** Objectives in your Learning logs and you will also be asked to use them in your assignments and it is essential that you understand what this means before you start.

The last few slides give a brief overview of the difference between Goals and Objectives and what we mean by **SMART** Objectives.

SMART Objectives

This refers to an acronym (S.M.A.R.T.) built around the five leading measures of a strong program/project.

Specific

What exactly are we going to do, with or for whom?

A specific outcome or a precise objective to be accomplished is clearly defined.

The outcome is stated in numbers, percentages, frequency, reach, scientific outcome, etc.

Measurable

Is it measurable and how can WE measure it?

This means that the objective can be measured and the measurement source is identified.

All activities should be measurable at some level.

SMART Objectives

Achievable

Can we get it done in the proposed timeframe/in this political climate for this amount of money?

The objective or expectation of what will be accomplished must be realistic, given the market conditions, time period, resources allocated, etc.

Relevant

Will this objective lead to the desired results?

This means that the outcome or results of the project directly supports the outcomes of the long range plan or goal.

Time bound/framed

When will we accomplish this objective?

This means stating clearly and precisely exactly when the objective will be achieved.

Goals and Objectives

Goals vs. Objectives

Understanding the differences between a goal and an objective can be confusing.

Goals:

Goals are broad, brief statements of intent that provide focus or vision for planning.

They are warm and fuzzy as they are non-specific, non-measurable, and cannot always be attained.

Objectives:

Objectives are meant to be realistic targets for a program or project.

Objectives are written in an active tense and use strong verbs like plan, write, conduct, produce, etc. rather than learn, understand, feel.

Objectives can help you focus your program on what matters.