

# *INDIVIDUAL LEARNING CONTRACT PACKET*

*“If you’re not selective,  
you’re not effective.”*

*“Worse than not being able to see,  
is being able to see and have no vision.”*

*“Whether you think you can or think you  
can’t, you’re right.”* Henry Ford

*“The single defining quality of leaders is the  
capacity to create and realize a vision.”*  
Warren Bennis

*“Do every act of life as if it were your  
last.”* Marcus Aurelius

*“Where there is no vision, the  
people perish.”* Proverbs 29:18



**Learning Skill:** This is a general topic in which you have targeted self-development. Examples include communication skills, networking, interpersonal relationships, group process, meeting management, stress management, physical fitness, problem solving, work habits.

**Goals:** A goal is a clear and accurate picture of what you want to be able to do. Accomplishing a goal is changing a behavior that, once accomplished, can be seen or felt by others, or intrinsically realized by you. An elaborate goal plan could include primary goals that could be achieved within the next three to six months; intermediate goals take from three months to several years, like a college degree; life goals require you to start preparing for now.

**Specific Objectives:** In order to accomplish a goal, it will be helpful to break it down into sequential increments or learning steps. Decide which criteria indicates progress and / or accomplishment.

**Criteria:** Criteria are the degree of accomplishment you are working toward, or when you will know you have accomplished your objectives.

**Resources:** Identify an information / assistance system. Think “out of the box” to identify less conventional means.

**Methods and Activities:** What will you actually be doing to achieve your objectives?

**Evaluation Procedure:** Honest self assessment, constructive group feedback, and positive self-talk are all components of evaluation. Think of this as a process of development, not as a pass or fail final judgment day.

**Deadlines:** There’s a reason it’s called a contract. A contract makes you accountable by virtue of your commitment. It’s self-actuation through reciprocity.

## ***INDIVIDUAL LEARNING CONTRACT***

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This form, once completed, should be shared with others to help you with accountability, it should be updated, and used as a guide to assist you in accomplishing your goals.

### **Part I**

**Name:** \_\_\_\_\_

**Learning Skill Area:** \_\_\_\_\_

**Goal:** \_\_\_\_\_

**Specific Objective:**

**Resources:**

**Methods/Activities:**

**Deadline:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

## Part II

This is for you to negotiate a means of documenting, monitoring, and evaluating your methods and accomplishments.

I will do the following activities to document and monitor my activities (you may check more than one).

- \_\_\_\_\_ Keep a journal and/or chart of my learning-goals.
- \_\_\_\_\_ Give an oral report of my activities during small group learning contract time.
- \_\_\_\_\_ Demonstrate or distribute examples of accomplishments.
- \_\_\_\_\_ Keep my learning contract revised and updated.
- \_\_\_\_\_ Other (Please complete) \_\_\_\_\_

## Part III

I would like the group to evaluate me on the following points (you may check more than one).

- \_\_\_\_\_ My selection of individual learning contract specifics.
- \_\_\_\_\_ How well I keep to my deadlines, session-by-session.
- \_\_\_\_\_ My continual improvement in my goal areas.
- \_\_\_\_\_ My self-feedback (am I seeing myself realistically).
- \_\_\_\_\_ Other (Please list) \_\_\_\_\_

## Part IV

### Signatures

_____	_____
_____	_____
_____	_____