

## Progress Review Guidelines

- Introductions
- Explain purpose and process of PR
- Refer to match date w/ tutor
- Bring in the importance of the information gathered from the monthly reports
  - \* Frequency of meeting
  - \* Any other noteworthy comments
- Refer to date when signed up for program
- Goals
  - \* Bring out copy of original role map (if available) and info noted on purple sheet
  - \* *Optional*: start discussion w/ where student felt they were at when they signed up
  - \* Discuss where student is at now—use scale to rate
- Indicators—Sample works. Why do they feel at this level?
  - \* Existing skills
- Goal—met? on-going?
- Wheel
  - \* common language
  - \* life-long learning
- Plan to continue? If, yes...
  - \* What are the next 3 month goals?
  - \* Goal setting and rating
  - \* Discuss skills and areas of improvement—rate
- Steps to get to that level
- Material needed
- Questions for me
- Mailing a copy
- Evaluation post-card