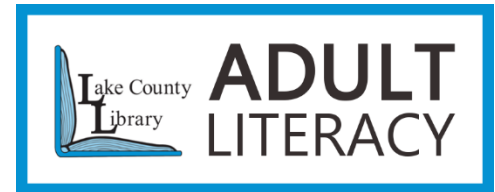






## Roles and Goals Form



Learner Name: \_\_\_\_\_ Tutor Name: \_\_\_\_\_

- The Roles & Goals form is not a checklist. Instead, use it to begin a conversation with the adult learner concerning what they would like to accomplish through their efforts in the program.
- Use this sheet to set learner goals initially, to update the status of previously set goals, or to set new goals to be worked on over the next few months.
- When updating previously set goals, use this form to indicate whether the learner is making progress, has met, or is no longer interested in a particular goal.
- You may also report additional information about unanticipated achievements by the learner.
- Use dates (month/year) to indicate date goals were set or updated. Previous goals may be reset by updating the “Date Making Progress” column.
- Also on a separate worksheet, please share what you and the learner have seen as real-life indicators (evidence) of goal achievement.

 <b>My Goals as a Lifelong Learner</b>	<b>Date Goal Set</b>	<b>Date Making Progress</b>	<b>Date Goal Met</b>	 <b>My Goals as a Worker</b>	<b>Date Goal Set</b>	<b>Date Making Progress</b>	<b>Date Goal Met</b>
Learn the alphabet, letters, and sounds				Search for a job			
Learn math skills				Apply for a job			
Read a book				Interview for a job			
Read a more difficult book				Get a job or a better job			
Read news or a magazine				Perform current job tasks better			
Write a note, message, or text				Use work related technology			
Write a letter, poem, story, or essay				Read work-related material			
Fill out a form or application				Write work-related material			
Use new technology skills				Obtain a license or certificate			
Use the library							
Get a diploma							
<b>Other Goals in the Lifelong Learner Role</b>				<b>Other Goals in the Worker Role</b>			

 <b>My Goals at Home and as a Family Member</b>	<b>Date Goal Set</b>	<b>Date Making Progress</b>	<b>Date Goal Met</b>	 <b>My Goals as a Community Member and Citizen</b>	<b>Date Goal Set</b>	<b>Date Making Progress</b>	<b>Date Goal Met</b>
Share a book with a family member				Access community resources			
Take a family member to a library program				Get involved in the community			
Help a family member with homework and studying				Speak to others about the library literacy program			
Read a medicine label				Get a driver license			
Pay my bills				Become a citizen			
Access help with family legal documents				Prepare to vote			
Communicate effectively with educators				Vote			
Communicate effectively with medical professionals							
Communicate effectively with family members							
Navigate systems and services							
<b>Other Goals in the Home and Family Member Role</b>				<b>Other Goals in the Community Member and Citizen Role</b>			
<b>Unanticipated Achievements (other things I have accomplished since the last Roles &amp; Goals review):</b>          							

Using any of the following options, please send this form in when you have updates to provide:

- Drop off** at your closest library branch and ask to have it sent to the **Adult Literacy Program**
- Email** the form to [literacy@lakecountyca.gov](mailto:literacy@lakecountyca.gov)
- Mail to Lake County Adult Literacy, 1425 North High Street, Lakeport, CA 95453**
- Fax to 707-262-9029**

If you have questions or concerns, please contact the Adult Literacy Program Coordinator:  
Georgina Marie Guardado at [georgina.guardado@lakecountyca.gov](mailto:georgina.guardado@lakecountyca.gov) or 707-263-7633