A student professional competence standard - long version

1 Lesson planning

Teacher perspective: I consult my accompanying teacher for lessons plans (connection to School Educational Plan, a thematic plan, previous teacher and pupils' work).

I do not consult the accompanying teacher for lessons plans. I did not get acquainted with the School Educational Plan, a thematic plan or previous teacher and pupils' activity. I do not respond to the accompanying teacher comments regarding my preparation for teaching. I consult already a completed lesson plan sin connection to the School Educational Plan, a thematic plan or previous teacher and pupils' work. I do not adjust my lesson plan based on my accompanying teacher comments. I consult the accompanying teacher for lessons plans in connection to the School Educational Plan, a thematic plan, and previous teacher and pupils' work. I adjust my lesson plane due to mutual cooperation and base on my accompanying teacher comments.	The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
	teacher for lessons plans. I did not get acquainted with the School Educational Plan, a thematic plan or previous teacher and pupils' activity. I do not respond to the accompanying teacher comments regarding my preparation for	plan with my accompanying teacher regardless of its connection to the School Educational Plan, a thematic plan or previous teacher and pupils' work. I do not adjust my lesson plan based on my accompanying teacher	for lessons plans in connection to the School Educational Plan, a thematic plan, and previous teacher and pupils' work. I adjust my lesson plane due to mutual cooperation and base on my	connection to the School Educational Plan, a thematic plan, and previous teacher and pupils' work. I adjust and expand my lesson plane base on my accompanying

Teacher perspective: When planning a lesson, I take into account the possibilities of specific pupils - I individualize and differentiate the teaching plan (also based on IEP, ESP, SEP¹).

The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
I do not search information concerning pupils' individual educational needs, and I do not respect them while I plan lessons ("I work with everyone the same way. ").	I search information concerning pupils' individual educational needs but while I plan lessons I do not include activities that take into accounts pupils' individual educational needs. I leave the preparation of materials for a pupil with a SEP ² up to a teacher assistant (if present).	I search for information concerning pupils' individual educational needs – particularly pupils with IEP and SEP. I consult the preparation of materials for pupils with a SEP with a teacher assistant (if present).	I search for information concerning pupils' individual educational needs, and I plan lessons taking into consideration these needs and prepare activities enabling every pupil to take part and fulfilling his potential. It does not concern only pupils with SEP. I thought through my cooperation with a teacher assistant.

Teacher perspective: I formulate educational aims and objectives (cognitive and / or affective and / or psychomotor) and think about their interconnection with the curriculum, teaching methods, organizational forms, i.e. with the overall concept of teaching. I plan ways to verify the fulfilment of goals.

¹ IEP – Individual Educational Plan, ESP – Educational Support Plan, SEP – School Educational Plan

² SEP – special educational plan

The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)		
I do not set educational aims and objectives while planning a lesson. I plan only the content, the topic (what I am going to teach).	I set educational aims and objectives while planning a lesson, but there may be certain flaws (e.g. the way the aims and objectives are formulated, the amount and interconnection of aims and objectives with curriculum/ teaching methods and their suitability for pupils).	With the help of an accompanying teacher, I can set individual educational aims and objectives that are in line with the overall concept of teaching (curriculum, methods, pupils' needs).	I can set individual educational aims and objectives that are in line with the overall concept of teaching (curriculum, methods, pupils' needs).		
While I plan lessons, I forget to include methods to verify the realization of a set goal (goals).	I plan lessons with the help of an accompanying teacher and I plan effective methods to verify the realization of set goals.	I independently plan lessons including methods to verify the realization of set goals. The methods I choose are not always effective (the methods are shallow, time-consuming, do not provide me with a qualitative feedback).	I plan lessons thoughtfully including methods to verify the realization of the goals set by pupils as well as an accompanying teacher which provides me with information for my following lesson plans.		
1d Teacher perspective: I do a dicorganizational forms.	lactic analysis of the curriculum (key cc	oncepts, learning tasks) concerning a se	t goal; I plan adequate teaching methods and		
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)		
I do not pay attention to a thorough didactic analysis of the curriculum. I instead focus on learning tasks (exercises), that I will solve with pupils during lessons.	I do a didactic analysis of curriculum rather intuitively, non-systemically. I have not clearly defined key concepts and their relation to the curriculum. Teaching methods and forms correspond more to learning tasks according to the textbook.	I do a didactic analysis of curriculum with a little help of an accompanying teacher whom I consult teaching methods and forms for a given curriculum and class with.	I do a didactic analysis independently and thoroughly concerning the individual needs of students and set lessons aims and objectives. I use different sources of information during lesson planning.		
1e Teacher perspective: I prepare a time plan for my lesson procedure.					
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)		

I do not elaborate a time plan for my lessons, I cannot really estimate time needed in the course of lessons.	I can plan lessons with the help of an accompanying teacher better.	I have a more realistic idea of a time plan for my lessons. I elaborate a time plan of my lesson procedure rather individually.	I elaborate a time plan of my lesson procedure individually, I think about what to do in unexpected situations (finishing earlier, not having enough time).
2 Teaching conditions			
	not feel threatened, unreasonable fears, f classroom safety (positive atmosphere)		
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
I do not support safety in my classroom. I do not deal with situations that threaten the safe environment in the classroom (e.g. mocking, tension, the fear of making a mistake).	I pay attention to situations that disrupt classroom safety and try to solve them.	I create a safe environment where pupils are not afraid to get involved, say their opinion, communicate, take risks, make mistakes.	I support and create a safe environment where pupils are not afraid to get involved, say their opinions, communicate, take risks, make mistakes. I purposefully include activities that promote safety and address specific situations in the classroom.
			problems, allow solutions and are not self-restrictive. with pupils; I appraise pupil positive behaviour).
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
I am not acquainted with the classroom (behaviour) rules; I am not aware of whether there are any. I am not capable of solving discipline problems effectively, I don't know how to deal with undisciplined pupils. I forget to appraise pupils for their good behaviour.	In advance I get acquainted with the classroom (behaviour) rules, or I negotiate them with pupils but I do have problems with ensuring their observance. I have problems with maintaining discipline. I appraise pupils for good behaviour only occasionally.	In advance I get acquainted with the classroom (behaviour) rules, or I negotiate them with pupils, but sometimes I have problems with ensuring their observance. Only exceptionally I am not able to maintain discipline in the classroom. The pupils gradually respect me. I'm trying to look for good behaviour and appraise it.	In advance I get acquainted with the classroom (behaviour) rules, or I negotiate them with pupils, and we keep them. I appraise pupils if they keep them. The pupils respect me. I am able to handle and solve discipline problems efficiently.

Pupils perspective: the communication manner assures pupils of teacher interest and keeps their attention. **Teacher perspective:** I keep "live contact" with pupils (through verbal and non-verbal communication, addressing pupils by their first name...).

The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)			
I focus on myself only and the content of teaching, not on pupils and resulting pedagogical situations. I do not adapt the communication to pedagogical situations in the classroom (e.g. I do not adapt the verbal communication to the situation, I do not initiate eye contact, I do not call pupils by their first name).	nt of teaching, not on pupils esulting pedagogical avoid contact with pupils (I am afraid, I do not know how to react nunication to pedagogical ions in the classroom (e.g. I t adapt the verbal nunication to the situation, I t initiate eye contact, I do not		I respond to given pedagogical situations through appropriate communication with pupils.			
	not overlooked by the teacher, they are relatively with respect to the pupils needs (social		manner of communication.			
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)			
I focus on me and my lesson plan. I do not focus on pupils needs.	I pay attention to the signs of pupils unfulfilled needs (tiredness, yawning, warmth, stereotype activities) but I tend to overlook them. I do not respond to them.	I pay attention to the signs of pupils unfulfilled needs. I respond to them immediately.	I pay attention to the immediate needs of pupils, I recognise them and respond. I provide the pupils with space to express their needs. I try to avoid pupils unfulfilled needs – I use various relaxation activities, games, movement, cooperation, the possibility of ventilation, etc., which become a regular part of the teaching.			
2e Teacher perspective: Creating	Pupils perspective: The lesson is not monotonous; pupils have a chance to relax. Teacher perspective: Creating space for relaxation (I work with atmosphere changes, I respond to signs of fatigue, fluctuations of attention, I show a sense of humour, I include interesting facts and my own experience in presentations).					
The level of 'missing competence' (0) The level of 'forming competence' (1)		The level of 'establishing competence' (2)	The level of 'advanced competence' (3)			
I did not include varied activities or other interesting facts in my lesson plan, and I concentrated my attention only on the content of the teaching. I did not focus on	I included some activities (for variety's sake) in my lesson plan, but they turned out to be to one-way / did not catch pupils' attention. I did not include the planned activities (I ran out of time / did not know	I included various activities or other interesting facts for the presentation with the focus on pupils. I included them in my lesson plan base on my time plan, not due to pupils' fatigue or to catch pupils declining	I planned a lesson, I created a battery of several different activities or other possible changes in teaching, and I planned time for their realization in a lesson plan. Based on observing changes in pupils' reactions, I have included activities into a presentation to draw their attention back to the discussed curriculum.			

responding and paying attention to pupils focus on my presentation.	when to include them in the presentation etc.)	attention. Thus, I positively assess the implementation of certain activities or the inclusion of interesting facts, but the implementation of other activities was not according to my expectations.	
	e an opportunity to experience success. In opportunity for all pupils to experience	ce success.	
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
I assign work for the whole class uniformly (the same task for everyone).	I prepare extra work for students who work faster than others (time differentiation).	I prepare different tasks for groups of pupils according to their level of knowledge.	I offer students variously demanding tasks. I encourage them to choose a level appropriate for them and allows them to experience success.
I often prefer tasks according to my teaching style (according to a dominant sense – auditory, visual, haptic and kinaesthetic). I do not consider students' learning styles.	Based on the theory of learning styles and a typology of learning tasks I try to include various learning tasks (multisensory approach) for all pupils simultaneously.	I am trying to determine pupils' learning styles specifically with pupils who suffer from some learning difficulties. I try to adapt my teaching according to them.	Based on my observation I become aware of the dominant learning style of the whole class. I prepare the tasks considering this finding.
I often include a competition, because from my point of view it is a strong motivating factor. Pupils have fun.	I sometimes include a competition as a form of a relief management technique. I compare pupils results within a class.	I prefer cooperation to competition. If I include a competition, I select them and vary them so as different pupils can excel.	If I include a competition, I make sure that the competition enables various students to excel. I am aware of the positives and negatives of including competitions in a lesson with regard to pupils' opportunities to experience success. I compare pupils results with their former ones.
	not notice "deaf places" during a lesson. ffective use of teaching time (in relation		derstanding of the curriculum).
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)

I do not make effective use of teaching time, I am not able to follow my time plan nor respond to sudden situations in a class.		I make effective use of teaching time only partially; I am not able to respond to sudden situations in an adequate way. Individual parts of a lesson are sometimes incoherent.	Although I make effective use of teaching time, I am not able to respond to sudden situations. Individual parts of a lesson are sometimes incoherent.	I make effective and meaningful use of teaching time with regards to a lesson plan. I am able to respond to sudden situations in a class.
3 Teacl	hing support			
		the opportunity to learn to perceive the the meaning of the curriculum and its n		
The le	evel of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
of the curriculum; I do not consider e		In case pupils show interest, I explain the reason why a theme is taught.	I explain the meaningfulness of the curriculum and its overlap to our lives.	I discuss the curriculum with pupils, I lead them to discover its importance. Meaningfulness of the curriculum is an important part of teaching.
3b ac Te	chievements.			ch their learning objectives and learn to monitor their ommon, individual). I verify the achievement of learning
The level of 'missing competence' (0) The level of 'forming competence' (1)		The level of 'establishing competence' (2)	The level of 'advanced competence' (3)	
objective content commused be reason facilitated	ot able to define the teaching ve; I confuse it for the t. I am not able to unicate the objective so as to onable, controllable. I do not te the teaching goal to nor I lead them to discover	I am able to communicate or to come to a common teaching objective with pupils (particularly on the cognitive level).	I am able to communicate or to come to a common teaching objective/objectives with pupils (if it is possible and convenient I communicate various objectives). I begin to orientate in taxonomies. I precisely and particularly specify what pupil should acquire in all possible domains (common objectives, individual objectives).	

I don't verify the achievement of learning objectives.	I unintentionally and accidentally verify the achievement of learning objectives rather for individuals.	I intentionally and considerably verify the achievement of learning objectives.	I intentionally and considerably verify the achievement of learning objectives also using pupil self-assessment.				
	Pupil perspective: A pupil understands what he learns. Teacher perspective: I facilitate content and instructions clearly with regard to individual educational needs and the age of pupils.						
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)				
I do not respect pupils' needs in teaching, I do not manage to choose appropriate content and teaching methods, pupils do not understand.	My attempts to mediate curriculum appropriately are rare; I am not able to reconcile the abilities and needs of pupils with adequate content in terms of scope, methods and language.	I am successful in applying appropriate methods in the comprehensible mediation of the curriculum to an adequate scope in regard to pupils' abilities.	I carefully choose the appropriate content, the scope of the curriculum and the method of its mediation, a comprehensible language with respect to the needs and abilities of pupils. I am able to justify my choice.				
3d Pupil perspective: Pupils learn Teacher perspective: I mediate	factually correct information appropria	te to their age and schooling.					
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)				
I make frequent factual mistakes; I do not have sufficient knowledge to teach the subject.	I have sufficient knowledge to teach the subject, but I cannot handle the information properly (the presentation lacks fluency and cohesion), and sometimes I make factual mistakes.	I have sufficient knowledge to teach the subject, but I sometimes have problems to handle the information properly (the presentation lacks fluency and cohesion). I do not make factual mistakes.	I have sufficient knowledge to teach the subject, and I am able to handle the information properly (the presentation is fluent and cohesive). I do not make factual mistakes.				
	Pupil perspective: Pupils can integrate the curriculum into their thought structure, they are to connect it with their previous curriculum or experience. Teacher perspective: I explain the curriculum using the previous pupils' knowledge and experience						
The level of 'missing competence' (0) The level of 'forming competence' (1)		The level of 'establishing competence' (2)	The level of 'advanced competence' (3)				

I do not check whether the pupils know something about the subject or whether they have any previous experience prior to or during the lesson. I focus only on my prepared interpretation and activities, and I do not use previous knowledge and experience of pupils.	I do not check students' previous experience or the real level of previously acquired knowledge at the beginning of the lesson (or during the lesson). I just mention that the lesson content (topic) currently discussed follows (a specific content or topic).	previous experiences and check their knowledge at the beginning of the lesson. However, I am not able to build on their experience and knowledge my prepared		knowledge at during my pre- presentation a findings. At the knowledge/ex	students their previous experience and the beginning of the lesson (as well as esentation / activities). I adjust my further and the choice of activities following my ne end of the lesson I summarize what experience the pupils brought to my lessons a learned in today's lesson.
3f Pupil perspective: Pupils under Teacher perspective: I use teacher	stand how the selected teaching method hing methods and organizational forms	ds and orga that suppo	anizational forms help to ach ort learners' learning and lead	ieve the aim. I to achieving tl	he aim.
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The	e level of 'establishing competence' (2)	The 1	evel of 'advanced competence' (3)
The chosen methods and forms are not very effective in relation to the set aim, they are not well considered.	I try teaching methods and organizational forms that effectively lead to the aim. I'm not afraid to try new ones.	I try teaching methods and organizational forms that effectively lead to the aim. I lead pupils to reflect on their influence on the process and the result of their learning.		I offer pupils various teaching methods and organizational forms. The pupils independently choose the ones that lead to achieving their individual aims.	
	the opportunity to work together and leacooperation and mutual learning.	arn from e	ach other.		
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The	e level of 'establishing competence' (2)	The 1	evel of 'advanced competence' (3)
I do not create opportunities for cooperation and mutual learning in the lessons.	I try to create opportunities for cooperation and mutual learning. I copy the rules and possibilities of cooperation from the accompanying teacher.	I create opportunities for cooperation and mutual learning of pupils individually after consultation with the accompanying teacher. Mutual learning is a natural part of my lessons. Pupils understand these strategies.		* *	tunities for cooperation and mutual her with pupils taking into account their ferences.
Pupil Perspective: Pupils are not afraid to make a mistake and draw attention to their own mistake. They have the opportunity to understand and use it in learning. Teacher Perspective: I work meaningfully with the pupil's mistake and take it as an opportunity for development.					
The level of 'missing competence' (0) The level of 'forming competer	ence' (1) The level of 'establishing c		competence'	The level of 'advanced competence' (3)

perothe (de	ccide on the wrong / correct solution. I ceive the mistake as a bad element in class that I immediately correct tection, identification and correction the mistake by the teacher).	I draw a pupil's attention to the mistake (detection by the teacher) and give him / her room for correction (correction by the pupil)	I use the error for learning (detection by the teacher). I encourage the pupil / class to discover an error (identify by the learner) and correct it (correct by the learner) with explanation(interpretation).	I use the error to learn and deliberately create problem situations. I encourage the pupil / class to discover the error and correct it with explanation (detection, identification, correction and interpretation by the pupil). I take into account the individual pupil's level.
	not work with the actual mistake her.	I draw attention to a previous mistake before commencing similar work.	I will show the learner a strategy to prevent the repetition of a mistake.	I lead the pupil to find a strategy to prevent the repetition of a mistake.
3i	Pupil Perspective: Pupils naturally un Teacher Perspective: I use meaning	use ICT in their teaching. ful information technology (ICT) to support	learners' learning.	
Т	he level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
pos	on't use ICT in my classroom, it is not sible due to the environment, or I am able.	I try to include ICT in teaching, but I often do not select them appropriately to the stated aim and pupils' needs. It is more of an effect.	I include suitable ICT in teaching in relation to the set aim. For the time being, I am not able to adapt them to the diverse pupils' needs.	I use ICT that support pupils' learning meaningfully in teaching in relation to the stated aim and pupils' abilities.
4 F	eedback and assessment			
4a	the criteria and understand them. The	w to recognize whether or not they have achieved understand individual differences in the assents with continuous feedback using descript	ssessment.	· ·
Т	he level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)
pup per	o not provide descriptive feedback to oils. Rather, I use a general formance evaluation ("excellent, od") or a person ("you are careful").	I give pupils specific descriptive feedback (learning information) - what is and is not going well.	I give pupils specific descriptive feedback (learning information) - what is and is not going well, what specific progress the pupil is making.	I give pupils specific descriptive feedback (learning information) - what is and is not going well, what specific progress the pupil is making, and how to improve further.
a pi	o not work with criteria that describe upil's level of performance. Pupils do know what they are assessed for.	I provide feedback according to my or accepted criteria, which I do not discuss with pupils. Pupils do not know what they are assessed for.	I provide feedback according to my or accepted criteria, which I set on a specific task in the class prior to the	I provide feedback according to criteria, which we created with my pupils. Pupils understand the criteria.

		beginning of a task. And pupils do understand them.	
When providing feedback, I do not consider individual needs and possibilities of pupils.	When providing feedback, I do consider individual needs and possibilities of pupils based on the instructions from my accompanying teacher.	When providing feedback in cooperation with my accompanying teacher, I consider individual needs and possibilities of pupils.	When providing feedback, I independently consider individual needs and possibilities of pupils.

possionities of pupils.	accompanying teacher.	possibilities of pupils.	and possionates of papies.				
Pupil Perspective: Pupils have the opportunity to reflect on their own procedures and results. Teacher Perspective: I lead pupils to reflect on their own achievements and progress in learning (self-assessment) and to provide feedback to others (classmates and teachers).							
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)				
I do not involve pupils in the process of assessing my teaching.	I rarely involve pupils in the process of assessing my teaching.	I intentionally involve pupils in the assessment of my teaching.	I am consistently interested in pupils' opinion on my teaching and I use their feedback in the following lessons.				
I do not include self-evaluation of pupils in the teaching. Usually, I do not have time, I do not know how	I include self-evaluation of pupils randomly, rather at the emotional level (like, dislike).	I include self-evaluation of pupils more regularly, focusing on how they evaluate the learning process and results.	I include self-evaluation in a thoughtful way in relation to aims and set criteria and planning of their teaching. I lead the pupil to record self-evaluation.				
I do not include peer assessment, or I do not know how to include it.	I include peer assessment in teaching occasionally, rather randomly, especially for some activities (e.g. presentations, group work), but it does not follow set criteria.	Peer assessment in the classifications is planned, using descriptive language.	I include peer assessment in the class thoughtfully, according to set criteria. Pupils provide feedback with an appropriate description of performance based on criteria.				
4c Pupil Perspective: Pupils receive several sources and types of feedback from the teacher than grades. Teacher Perspective: I use a variety of forms of assessment and diverse indicators of learning outcomes and pupil progress.							
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)				

	grade, I use the performance evaluation by a graph, picture (based on	I evaluate the performance with grades, graphs, images (based on set criteria). I plan how to achieve the goal in cooperation with the pupil.
	predefined criteria).	cooperation with the pupil.

5 Reflective teaching				
Teacher Perspective: <u>I reflect the course of teaching (possibly also preparation for teaching).</u>				
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)	
I don't (myself) reflect (I don't want to, I can't do it, I don't have time).	I try to (myself) reflect, but I am not able to analyse what significantly influenced the course of teaching.	I make a detailed analysis of my teaching experience and I am able to evaluate my teaching critically.	I critically reflect my lessons and make suggestions for the organization of the follow-up lessons.	
I am not interested in my accompanying teacher's assessment of my teaching or I cannot take the time to listen to him/her.	I will listen to the lesson analysis by the accompanying teacher. I partially include the comments in the preparation of the follow-up lessons.	I will listen carefully to the accompanying teacher's analysis and suggest how to incorporate the comments into further teaching.	After familiarizing with the accompanying teacher's analysis, we consult individual warnings and work together to find solutions.	
Teacher Perspective: I set adequate goals for my professional development, put into practice the steps to achieve them and evaluate them (within the current or next semester).				
The level of 'missing competence' (0)	The level of 'forming competence' (1)	The level of 'establishing competence' (2)	The level of 'advanced competence' (3)	
I am not able or I do not want to name the goals of my professional development.	I name the goals of my professional development, but they are not sufficiently specific, achievable, measurable, etc.	I name the adequate goals of my professional development. I cannot propose or actually take the necessary steps to implement them.	I name adequate goals of my professional development. I can propose the necessary steps for their implementation (possibly even a timetable), actually implement them and continuously evaluate my progress.	