

Learning Plan

A learning plan can serve as a useful tool for planning and managing the professional development of an employee.

Identify the to develop and achieve the goal (Appendix II)
Consider the characteristics of adult learners to help explore non-traditional learning options, like mentoring or job training. (Appendix III)

Executing a learning plan requires the manager and the employee to:

Complete the plan.

Agree and sign off on the plan.

○ one
meetings.

Seven Steps to Success

The following is a seven-step approach that may help employees complete their learning plans.

1. Collect information from various people regarding what they perceive to be your top strengths and areas for improvement.
2. Reflect on the information collected and identify what you personally believe are your top two learning opportunities and top two strengths.
3.

will either support the plan as presented or will collaborate with you to refine the plan. Once finalized, you and the manager will sign off on your commitment to the plan.

5. If the learning plan is completed as part of the Performance Dialogue Plan (PDP), then it should be attached to the PDP as an appendix. A copy of the plan should be kept.
6. During the year, the employee is responsible for following through on the learning plan. The employee should take the initiative to check in with the manager to confirm progress by asking for feedback, and by adapting the plan as needed.
7. When the learning plan is part of regular check-ins, the manager should provide feedback specific to the plan to allow the employee to further reflect and respond to it.

Template Learning Plan

What two goals do you want to be able to accomplish? (e.g., chair an efficient meeting)
Why is achieving each goal important to you? (e.g., I will feel more confident managing meetings)
What actions will you take to move these goals forward? (Refer to Appendix I)
What do you need from others to achieve these goals? (Refer to Appendix I)
What are two of your main strengths? (e.g., active listener)

What do these strengths help you accomplish? (e.g., better understanding of

Appendix III: Adult Learning Considerations

As such, employees should be provided with an opportunity to actively participate in diagnosing their learning needs, formulating learning goals, identifying helpful resources, and learning experience, and evaluating the success of learning initiatives. As well,