

## Individual Learning Plan Template

### **Purpose of the individual learning plan:**

This document is intended to guide the employee and supervisor on what he or she needs to learn for the upcoming year. It should help align, where appropriate, an individual's learning goals with their department's strategic goals and any performance goals that have been identified in the performance evaluation process.

### **Definitions:**

1. Strategic Goal – these are the broad and strategic areas that the department leadership team has identified are to be acted upon by the entire department.
2. Performance Goal – for an individual and typically arrived at with the input of the supervisor, these identify a specific objective that the individual is intended to achieve throughout the course of the year. Typically identified at the beginning of the performance year as part of the annual performance evaluation process.
3. Learning Goal – relates to the performance goal in that it is a more precise statement of what the employee needs to learn to achieve the performance goal.
4. Learning Plan - a detailed document that outlines what an individual needs to learn to meet the challenges of the job and the expectations of the supervisor. This document identifies what needs to be learned, why the learning is important, what action(s) need to be taken for the learning to occur, and what support is required for the learning to take place.

### Department Vision

What is your department's vision statement?

### Department Strategic Goals 20\_\_\_\_

What are your department's strategic goals for the year?			

Performance Goal(s): Use this space to list any performance goals identified for the individual on their performance evaluation, the completion date for the goal, and what strategic goal it aligns with (though it may not align with any of them directly).

<i>Sample Goal</i>	<i>Completed by:</i>	<i>Which strategic goal does this align with (if any)?</i>
<i>Starting May 1<sup>st</sup>, put on at least one webinar seminar each month through WebEx.</i>	<i>5/1</i>	<i>Attracting, retaining, and developing an engaged, diverse workforce</i>

Performance Goal #1	Completed by:	Which strategic goal does this align with (if any)?
Performance Goal #2	Completed by:	Which strategic goal does this align with (if any)?
Performance Goal #3	Completed by:	Which strategic goal does this align with (if any)?

**Learning Plan:** Based on the performance goals listed above, use this space to create a plan for what needs to be learned and how that will be achieved.

<b>Learning Goal #1:</b> (What do I want to be able to do?) (e.g. I want to be able to run a WebEx meeting)	
<b>Connection to Performance Goals:</b> (How does my learning goal align to my performance goals?) (e.g. Knowing how to use WebEx will allow me to put on webinars.)	
<b>Skill/Talent:</b> (What skills or knowledge do I need to develop to reach my learning goal?) (e.g. WebEx skills)	
<b>Beginning Assessment:</b> (What is my current assessment of where I am in relation to these skills or knowledge – novice, beginner, intermediate, advance, or mastery?)	
<b>Learning Experience:</b> (What action(s) will I take to develop these skills or knowledge? When will they be completed?) (e.g. Take an online course on how to host WebEx meetings by 3/1)	<b>Support and Resources:</b> (What resources and support are available that will help me acquire, develop, or enhance these skills or knowledge?) (e.g. Lynda.com and my supervisor)
<b>Goal Assessment:</b> (After completing these actions, where would I like to be in relation to these skills or knowledge – novice, beginner, intermediate, advance, or mastery?)	

<b>Learning Goal #2:</b> (What do I want to be able to do?) (e.g. I want to be able to run a WebEx meeting)	
<b>Connection to Performance Goals:</b> (How does my learning goal align to my performance goals?) (e.g. Knowing how to use WebEx will allow me to put on webinars.)	
<b>Skill/Talent:</b> (What skills or knowledge do I need to develop to reach my learning goal?) (e.g. WebEx skills)	
<b>Beginning Assessment:</b> (What is my current assessment of where I am in relation to these skills or knowledge – novice, beginner, intermediate, advance, or mastery?)	
<b>Learning Experience:</b> (What action(s) will I take to develop these skills or knowledge? When will they be completed?) (e.g. Take an online course on how to host WebEx meetings by 3/1)	<b>Support and Resources:</b> (What resources and support are available that will help me acquire, develop, or enhance these skills or knowledge?) (e.g. Lynda.com and my supervisor)
<b>Goal Assessment:</b> (After completing these actions, where would I like to be in relation to these skills or knowledge – novice, beginner, intermediate, advance, or mastery?)	

Employee name:

Employee signature: \_\_\_\_\_

Supervisor name:

Supervisor signature: \_\_\_\_\_