# Learning Plan

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

Identify the **support required** 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.

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### Seven Steps to Success

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

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

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. **Keep the Learning Plan for Future Reference:** 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. **Act:** 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. **Return to Step 1:** 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

The following template can be used as a starting point when creating a learning plan.

#### Learning Opportunities

Learning Goals: What two goals do you want to be ableat@omplish?(e.g., chair an efficient meeting)

Goal (1)

Goal (2)

Importance: Why is achieving achgoal important to you?.g., I will feel more confident managing meetings)

Learning Experience: What actions willou take to move bese goals forward? (Refer to Appendix I)

Support Required: What doyou need from others to achiethesegoals? (Refer to Appendix)

## Play to your Strengths

Strengths: What are twoof your main strength(se?g., active listener)

Benefit: What do these strengthelp you accomplish@e.g., better understanding of

## Appendix III: Adult Learning Considerations

The field of Adult Learning was pioneered by Malcolm Knowles, who identified several key characteristics of adult learners that should be considered when planning adult learning experiences. Review the below before creating a learning plan to ensure these considerations are top of mind.

Adults have a need to be self-directed. 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,