

**Individualized Learning Plan
For Leadership Positions**

Directions: Use this Individualized Learning Plan to help develop the skills for higher-level leadership positions. Work with your manager to reach agreement on objectives, strategies, etc.

Employee's Name _____	Job Title _____
Department _____	Years in Position _____

Manager's Name _____	Job Title _____
Department _____	Years in Position _____

Today's Date _____ Plan Covering _____ to _____
Date Date

Below list the competencies, activities, responsibilities, duties, tasks, or essential job functions of a higher-level leadership position in which you have developmental needs and to which you aspire.

Learning Objective	Methods and Strategies to meet the Objectives	Resources Needed to Achieve Objective (Information, Money, Training, Equipment, Time, etc.)	Deadline or Benchmark Dates	How success of each learning objective will be measured	Verified? Yes () No ()
Example: I want to learn to conduct public meetings and make effective presentations.	I will take over public meeting facilitator role from department head. I will need to take a PowerPoint class and a Presentation Skills class.	<ol style="list-style-type: none"> 1. Presentation Skills class 2. PowerPoint class 3. Time to take classes 4. Money for classes if not offered by HR 5. Time to meet with dept. head to do run-through of PowerPoint presentation 	Three months to complete classes. Six months to complete objective	Dept. Head will observe me conducting the meeting and will assess how well I prepared for the meeting by seeing how I handle questions from the audience, and by getting feedback from audience members.	

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