

Individualized Learning Plan

Directions: Use this Individualized Learning Plan to help develop the skills for higher-level 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 capabilities, activities, responsibilities, duties, tasks, or essential job functions of a higher-level 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 manager. 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	My manager 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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