

## Learning Plan

Based on the performance conversation(s) you have had with your manager and in alignment with the organizational strategic directions, identify your learning goals for the upcoming months. The table below will guide you in creating a learning plan.

Employee Name: \_\_\_\_\_ Employee Position: \_\_\_\_\_ Employee Signature and Date \_\_\_\_\_

Manager Name: \_\_\_\_\_ Manager Position: \_\_\_\_\_ Manager Signature and Date \_\_\_\_\_

Goals <i>(knowledge, skills and abilities to develop)</i>	Actions	Resources	Milestones/ Timeline	Indicators of Success <i>(How will you know you have achieved the goal?)</i>
1.				
2.				
3.				