



# Learning Action Plan

## Instructions

This *Learning Action Plan* is designed to support you through your learning experience. It provides a place to record your key learning experiences and your action plans for how you will use what you learned to improve your personal learning and job performance.

Using a *Personal Learning Plan* is a collaborative process that requires you to work closely with your manager to mutually agree upon (a) how the training will benefit you and (b) how you will apply your learning on-the-job. You will be expected to complete a meeting by phone or Skype with your manager before and after your training, where you can work together to set personal objectives and schedule activities that will support your ongoing learning process.

Your *Learning Action Plan* is divided into three “parts”:

1. **Part 1: Before your training event** – To be completed by you prior to the start of day one of your training program. You will then set up a meeting with your manager to review what you have recorded.
2. **Part 2: On the last day of your training event** – To be completed by you, on the last day of training.
3. **Part 3: Within two weeks after your training event ends** – To be completed with you and your manager within two weeks after your training event ends.

## Part 1: Before your training event

The week before your training event, please complete part 1 of this document then arrange a meeting with your manager to discuss your expectations for training. Use this section to agree upon what you will focus on during training and what you wish to achieve during and after training.

Your name:	Manager meeting date:
This training will help me improve my personal learning and job performance by...	
During the training, I will primarily focus on learning...	



## Part 2: On the last day of your training event

Fill out this part of the plan on the last day of your training event. Be as specific as you can about what you plan to do. If you want to schedule more than one activity, simply print another copy of this page.

You should also set a date for a follow-up meeting with your manager in one to two weeks to discuss the progress you've made and any challenges you have faced when applying your new learning.

Action Item	
<b>The activities I will complete to practice what I learned in training is...</b>	
	<b>Start date:</b> <input type="text"/>
	<b>End date:</b> <input type="text"/>
<b>The support I will require from my manager to complete these activities successfully is...</b>	
<b>Ways I will identify progress I have made to measure my success in these activities is...</b>	
<b>Additional comments:</b>	
<b>Follow-up meeting date:</b>	



## Part 3: Within two weeks of your training event ending

Use the table below to record the progress you have made on your action items set on the last day of the training event.

Follow-Up Meeting	
<b>Follow-up date:</b>	
<b>What progress have I made since the last discussion with the Limestone partners?</b>	
<b>What am I going to do next to keep improving?</b>	
<b>Additional plans for follow-up?</b>	