



**UNITED TO
REFORM**
LEARNING STRATEGY

LEARNING PLAN

Competencies to develop/improve	Activities/ Assignments	Target dates	Achievements/ Follow-up
1.			
2.			
3.			

A **LEARNING PLAN** is a list of steps or actions required to achieve a specific desired result. In the context of development planning, it serves as a map for improving proficiency in a specific competency. It is produced by the staff member in consultation with his or her manager.



Refer to the **Learning Catalogue** for suggested activities/assignments to build key competencies for your role.

STEP BY STEP GUIDE

STEP 1: Identify up to three competencies in which you would like to improve your proficiency.

You and your manager start by identifying:

- Three critical or “key” competencies, skills or knowledge for your current or new position, or
- those competencies, skills or knowledge in which you could improve your proficiency.

Since action can’t be taken at the same time on all learning needs, focus your efforts on priority areas or changes that would be most beneficial to both you and your Section. Start with the competencies most critical to your performance on the job. Select no more than three competencies to be developed/improved, taking into account your performance, your objectives for the year, and the key competencies.

STEP 2: Pinpoint the specific skills, knowledge, and/or behaviours that you want to develop/improve for each competency.

Reach a common understanding with your manager on how the competency is demonstrated in your particular job.

Determine whether you need:

- more information and knowledge, and/or
- practice in applying the knowledge/skills/behaviours (eg, problem solving in ambiguous situations)

Each competency includes several elements, each of which can be a focus of development efforts. Select the elements which will have the greatest short and long term benefits. The more specific you are, the more likely you will be able to select appropriate activities to help you produce meaningful results.

STEP 3: Select activities (on-the-job assignments, courses, readings, etc.) that address your specific development need.

Identify activities that you can handle in a reasonable time-frame (months as opposed to years). Look at activities that you are already doing or will be doing in the upcoming year, and integrate them into your plan.\

To help you identify potential activities, ask yourself questions such as:

- What can be done to improve skills, knowledge, and behaviours associated with each competency?
- What actions will be most beneficial to my development on these competencies? Which ones are most realistic?
- What type of learning strategies work best for me, i.e. workshop, reading, computer based training, practice?
- How much time and effort will each activity take?
- Who else is involved? What resources are required?

Discuss these activities with your manager and choose the ones most worthwhile to pursue.

STEP 4: Determine deadlines, or “target dates”, for the completion of each activity.

This will help you to monitor your progress.

STEP 5: Implement your plan and monitor your progress.

Build progress checks into your overall development process. Record achievements for each activity. This will provide you with opportunities to recognize your successes, and help determine when/how to revise your development focus and/or activities.