

Human Resources – Learning & Development Plan

A learning and development plan should be tailored to the individual identifying areas to assist the employee with gaining the knowledge, skills, and abilities needed to successfully carry out his/her job duties and to achieve his/her career goals.

Employee Name:	
Department:	Land Governance Office
Employee Position:	
Plan Period:	Date: _____ to Date: _____

For some employees, the learning and development plan may be a plan to prepare them for another job. For others, it may be a plan to develop skills used in their current job. The learning and development plan is very much an individual plan and is to be used solely for the benefit of the employee.

Each employee is to prepare a plan and then meet with their supervisor to receive guidance or help in meeting the goals.

Short Term Goals			
•			
Career Expectations (12-18 months)			
<input type="checkbox"/> Remain in present position <input type="checkbox"/> Accept more responsibility <input type="checkbox"/> Promotion, or transfer		<input type="checkbox"/> Retire <input type="checkbox"/> Other	
Long Term Goals			
•			
Institution	Courses	Dates	Cost
•	•	•	•
Additional Workshops, Seminars, and/or Conferences			
•		<input type="checkbox"/> Supporting documents attached	
Additional Comments			
•			

Agreement

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

6 Month Review

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____