**Sample Learning Plan Template**

*See the directions for developing a basic Learning Plan at*

*https://managementhelp.org/personaldevelopment/learning/how-to-design-your-learning-plan.htm*

**Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goals / Outcomes** | **Methods of Learning** | **Indicators of Learning** | **How to Monitor  Ongoing Progress** | **How to Capture Learning** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

How about forming a study group in which members can share support and accountabilities for each group member to develop and apply their Learning Plan? For guidelines to do that, see

*https://managementhelp.org/personaldevelopment/learning/how-to-start-study-group.htm*

For capturing your learning, you might use a Learning Journal. This template might be helpful.   
*https://managementhelp.org/personaldevelopment/learning/learning-journal-template.doc*