**Sample Learning Plan**

**Name:**

**Date:**

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| **Goals / Outcomes** | **Methods of Learning** | **Indicators of Learning** | **How to Monitor  Ongoing Progress** | **How to Capture Learning** |
| Enhance skills in asking good questions that lead an individual or group to discover their own solutions  (~ basic skills in personal coaching) | * Course on coaching. * Observe responses to my coaching questions in my work team. * Practice asking coaching questions to others and observing their responses. | * I can pass a test about coaching. * I can articulate which questions moved the team forward and why. * I can articulate which of my own questions seemed to move other's forward. | * One-on-one’s with my Learning Coach about this learning plan | * Learning journal and/or conversation |
| Understand more than one change-management model, and build skills in utilizing it to guide the client during the project. | * Course on change management * Read about the models and discuss them with my work team. | * I can pass a test on change management. * I can describe the elements of at least one change mgt model and how our client is moving through it. | * One-on-one’s with my Learning Coach about this learning plan | * Learning journal and/or conversation |
| Enhance knowledge about performance management. | * Course on performance management * Participate in discussions about performance management with my work team. | * I can pass a test on performance management. * I can describe the performance standards to my work team. | * One-on-one’s with my Learning Coach about this learning plan | * Learning journal and/or conversation |

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| Build skills in doing a complete discovery phase of consulting during a consulting project. | * Course on discovery phase of consulting. * Discuss the implications of the discovery's findings with the work team and client team. | * I can pass a test on discovery phase of consulting. | * One-on-one’s with my Learning Coach about this learning plan | * Learning journal and/or conversation |
| Build skills in developing a feasible and impactful evaluation plan. | * Course on evaluation phase in consulting. * Read examples of evaluation plans. | * I can pass a test on evaluation phase of consulting. * I can describe reasoning behind each piece of an evaluation plan. | * One-on-one’s with my Learning Coach about this learning plan | * Learning journal and/or conversation |