

INDIVIDUAL LEARNING PLAN

Name: _____

Job Title: _____

Department: _____

Date Prepared: _____

What are my **strengths**?

What are my **areas for improvement**?

What are my **goals**?

Specific Development Objective What result do I want?	Measures How will I know I've attained that result?	Activities What kinds of things will I do?	Resources/Support What resources or support will I need?	Time How long will it take and how often will I monitor?

SAMPLE