**Sample Learning Plan**

**Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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
 |