




Personal Learning Plan Template

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A personal learning plan identifies the learning outcomes / objectives each employee wishes to achieve, a strategy to meet these objectives, and the means by which evidence will be provided to show the achievement of each of the learning objectives.

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LEARNING PLAN TEMPLATE

Employees and Apprentices should fill in the below questions to complete their personal learning plans.

1) What 3 goals do you want to achieve within the next 3 to 6 months?

2) How will you know that you have achieved these goals?

3) What could stop you moving forward?



4) What is the gap in your current knowledge?

5) Tick which of the 6 Pillars you need to focus on to meet your goals?

- Strategy
- Sales and Marketing
- Leadership & People
- Finance
- Innovation
- Operations

6) Not write down 3 learning goals

7) Now make your goals SMART using this learning plan

Learning Goals	Action Steps	Additional learning supports	Target date	Evidence of achievement





