

Employee Learning Plan Template

Employee Information

Name

Employee Name

Job Title

Job Title

Department

Department

Manager

Manager Name

Plan Period

e.g. Jan 2024 - Dec 2024

Learning Goals

Outline specific learning objectives or skills to develop.

Development Activities

Activity	Type (Course, Project, etc.)	Target Date	Success Measure
e.g. Attend Training XYZ	e.g. Course		e.g. Certificate

Support & Resources Needed

List resources, support, or approvals required.

Progress Review

Notes on periodic progress review.

Signatures

Employee	Date	Manager	Date
Employee Name		Manager Name	