

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 |
|-------------------------------------|------------------------------|-------------|-----------------------------|
| <div>e.g. Attend Training XYZ</div> | <div>e.g. Course</div> | <div></div> | <div>e.g. Certificate</div> |
| <div></div> | <div></div> | <div></div> | <div></div> |
| <div></div> | <div></div> | <div></div> | <div></div> |

Support & Resources Needed

List resources, support, or approvals required.

Progress Review

Notes on periodic progress review.

Signatures

| Employee | Date | Manager | Date |
|--------------------------|-------------|-------------------------|-------------|
| <div>Employee Name</div> | <div></div> | <div>Manager Name</div> | <div></div> |